

# HOW TO SET-UP A RECYCLING PROGRAM FOR OUTDOOR & SPECIAL EVENTS



Recycling at outdoor and special events can be challenging, therefore your program must remain simple and clear. It is critical to properly organize your system and communicate this to the general public, vendors and other participants.

### ***Materials that should be separated and recycled include:***

- Aluminum Cans
- Glass Containers
- Plastic Bottles
- Cardboard Boxes (Flattened)
- Newspaper and Magazines
- Paper



### **How to make your program a success:**

- Designate a Recycling Coordinator and a team of staff/volunteers that will be sufficient in meeting the needs of your plan.
- Check your event permit for any special recycling requirements.
- Determine the amount and type of waste that is likely to be generated at your event. This will usually include beverage containers and cardboard.
- Plan to have numerous containers and position them in clusters within easy-access areas. Containers should be marked for quick identification and offer specialized openings (i.e. hole for cans, slot for paper) in order to maintain clean sorts. This will also assist volunteers in monitoring the containers during the event.
- Discuss your recycling plan with the company responsible for picking up the waste from your event. They should know what types of waste you will produce. Ask for their advice and check if they have the equipment to take your separated trash and recyclable materials.
- Use your recycling program as a marketing tool for your event. Inform the public of your environmentally-friendly approach to waste management.

We at Busch Systems would be happy to assist you with your recycling program.  
Please contact us for more program ideas and recycling container solutions.