

# Re-use & Recycling

## TIPS FOR COMMUNITY EVENT PLANNING

### *Before the event*

#### HOW TO PLAN - WHAT TO DO BEFORE YOU START

- ☐ Consider your goals! what are the most important sustainability goals, is it being single use plastic free, providing refill points, or something else? identifying these will underpin your planning.
- ☐ Include your goals in the event promotion! encourage visitors to get involved, for example let them know there will be refill points and to bring their own water bottles.
- ☐ Establish what waste your event is likely to produce - could food waste be a problem or is packaging such as disposable cups more likely to be an issue? working out what waste is going to be produced will help inform the strategies you use to tackle it and the infrastructure you put in place to manage waste at the event!
- ☐ Make a plan for what will happen to the waste after the event - do you need to hire a waste contractor?

#### WASTE HIERARCHY

When planning your event consider how you can implement the waste hierarchy. Prevention is the top option with landfill at the bottom.



Find out more about the waste hierarchy later on!

#### HOW TO KEEP YOUR EVENT LOW WASTE

- ☐ Can you borrow or hire equipment for your event? Services such as Party Kit Network offer reusable plastic tableware and decorations for hire.
- ☐ Encourage volunteers/ suppliers to bring their own cups and bottles, and make sure you know where the nearest refill point is for water.
- ☐ When ordering giveaways and displays, consider how sustainable, reusable or recyclable these are. Are they likely to be outdated soon (i.e. if they have the date printed on them for the specific event)? How many do you really need? What are they made from and can they be altered/ applied to other events?
- ☐ Use printed QR codes on a poster instead of leaflets. If you do need printed information, try to use a recyclable material like paper, or compostable like seed paper .
- ☐ Be mindful of packaging when buying refreshments – especially compostable packaging as this often does not properly biodegrade. Items with reduced packaging, or recyclable packaging are best. Please check your local area or the venue for recycling options

# The Waste Hierarchy

## WHAT IS THE WASTE HIERARCHY?

The waste hierarchy is a list of ways to manage and dispose of waste with the most sustainable options at the top and the least sustainable options at the bottom. It's an easy way to see what option is best for the environment.

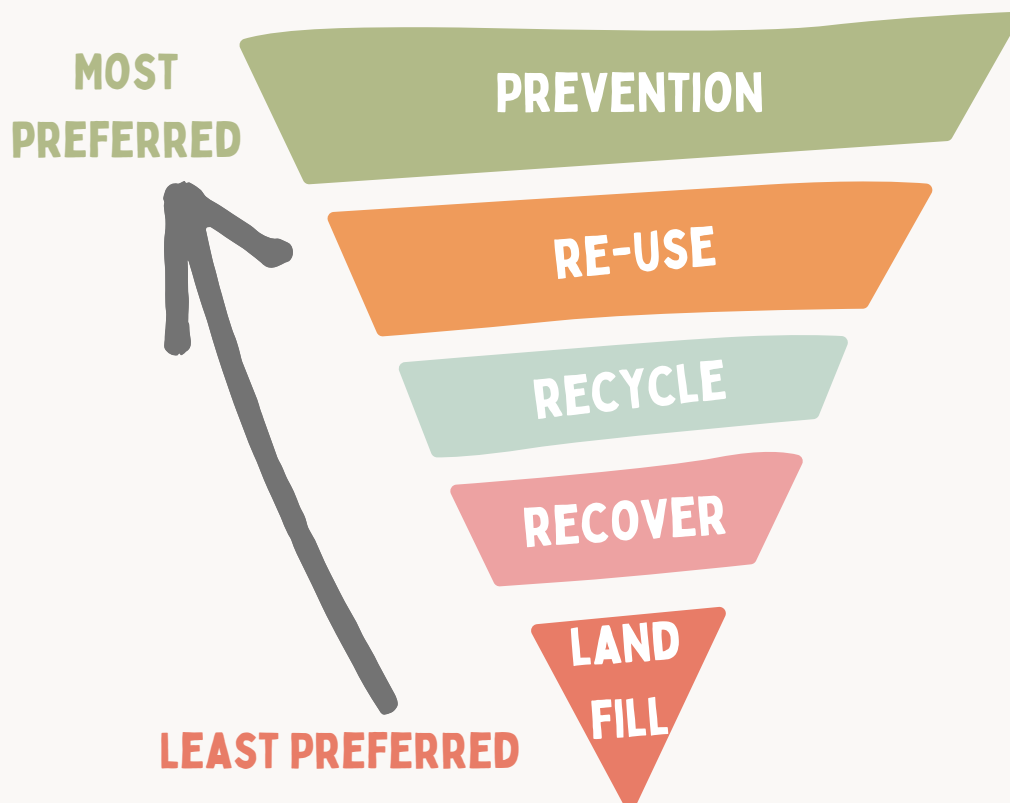
**Prevention** - Reducing the amount of waste produced where possible.

**Re-use** - After reducing waste re-using items is the next best option, for example re-using equipment or decorations for events.

**Recycle** - If items cannot be re-used, recycling everything you can is the next step (don't forget to make sure it's recyclable in your area or accepted by your waste management provider!)

**Recover** - If items cannot be recycled, re-used, or prevented then they need to go in the general waste bin. The majority of waste put in general waste bins is sent for energy recovery at one of the two facilities in Hampshire, where waste is safely incinerated to produce energy.

**Landfill** - If items cannot be safely sent for energy recovery they are then directed to landfill. Only a very small percentage of waste is landfilled in Hampshire.



## HOW CAN YOU INCORPORATE IT IN YOUR EVENT PLANNING?

- ☐ Include the waste hierarchy in your event goals, from the beginning of the planning process consider how you can prevent waste and re-use items.
- ☐ Work your way down the waste hierarchy when considering what to do with items, is there a way you can re-use certain items at another event rather than putting them in the bin?
- ☐ Establish a good waste management system, have a clear recycling set up and although it's the least preferred option, make sure you have a plan for waste that cannot be prevented, re-used or recycled.

# During the event

## HOW TO ENCOURAGE VISITORS TO FOLLOW YOUR RE-USE & RECYCLING GOALS

Getting visitors to interact with recycling and re-use at your event is an important step in ensuring you reach your goals. There are lots of easy and simple ways to encourage attendees to get involved!

- ☐ Put informational posters around the event on the low waste policies and recycling procedures of the event and include information on why it's important for visitors to get involved!
- ☐ Ensure you have the right 'bin-frastructure' for the waste you anticipate being produced and the amount of people attending. Make sure this is clearly labelled so visitors know what to do with their waste!
- ☐ Encourage visitors to take a photo of an information poster or scan a QR code before offering leaflets to avoid producing waste.
- ☐ If serving food, have a range of portion sizes available to avoid anything going to waste.
- ☐ Encourage visitors to make use of the drinks refill options available at the venue, or even provide tap water if you can.

## RECYCLING AT THE EVENT

Encouraging effective recycling at your event will help keep it low waste, it could even motivate people to change their behaviour at home! have a look at the tips below to see what you can apply to your event.

### TIPS:

- ☐ Have a clearly marked and easily accessible bin area/s with posters listing what **can and cannot be recycled** and which bin different items should be placed in.
- ☐ Make a list of items at your event that cannot be recycled and what attendees should do with them instead. You could put this in the bin area and encourage people to take their rubbish home and try out the alternatives.
- ☐ Consider having bin area volunteer or member of staff to help attendees recycle correctly and avoid things going in the wrong bins.
- ☐ Have promotional posters around the event (outside the bin area) to let people know what to do with their waste.

# After the event

## WASTE PREVENTION & RE-USE

- ☐ If you no longer need your equipment (and haven't borrowed it yourself), consider donating or lending it to another organisation to use if you have finished with it.
- ☐ If you are keeping equipment, store it carefully so it is in perfect condition for next time - make sure it's not in a position where it may get damp or weather damaged.
- ☐ If any of your equipment is damaged or worn, take it to a Repair Café to see if they can restore it for you
- ☐ Make a note of what equipment worked well and what you could do without for next time so you only have what you need!

## REVIEW YOUR GOALS

- ☐ Send out a survey asking attendees what they thought worked well at the event in terms of re-use and recycling and what could be improved for next time.
- ☐ Ask staff/volunteers for feedback and whether anything could be done differently in future events from a 'behind the scenes' perspective.
- ☐ Follow up the event with information on how well you did at hitting your original targets.

## WHAT TO DO WITH THE WASTE

- ☐ Make sure you allocate staff/volunteers to be part of the clean up team! Once your event is finished they can help ensure the site is clean and clear in addition to checking that any rubbish has been disposed of correctly.
- ☐ Implement your waste disposal plan - ahead of the event you should have organised how any waste from the event will be managed, this might have involved hiring an external contractor to collect it.
- ☐ Make sure you know when the waste is being collected and how the collector would like it presented plus how you're going to store it in the meantime, this will save time and make the collection process easy & efficient!
- ☐ You may need to make a plan for leftover food ahead of the event to ensure it stays fresh and edible, then after the event decide what can still be eaten and what needs to be thrown away. You could plan to give any leftover food to staff / volunteers or arrange to donate to a local food bank. If there are no other alternatives make sure you arrange appropriate disposal of food waste with your waste contractor.

# Case Studies

## EXAMPLES OF LOW-WASTE COMMUNITY GROUP EVENTS

**COMMUNITY GROUP:** Oakley & Deane Parish Council

**EVENT:** Grow your own - based on growing your own veggies, planting flowers loved by pollinators and meadow flowers, composting and recycling.

**DATE:** June 2023

### HOW THE GROUP KEPT THE EVENT LOW-WASTE

- ☐ To keep the planting opportunities low waste, soil was bought in bulk and on the day used by visitors from re-usable storage trays. Visitors were also encouraged to bring their own containers.
- ☐ Low waste giveaway prizes were handed out - Including giveaways showing earth bombs in reusable containers, instructions given for adding water and planting seeds.
- ☐ QR codes were used rather than paper leaflets with information on planting vegetables and other plants. Visitors could scan the code using their phones to access the information.
- ☐ Publicity for the event was done via local social media, local magazine, local 'green' groups.
- ☐ Catering for the event was kept low waste by using washable china or mugs brought by visitors. Reusable plastic table clothes which could be wiped down were also used.
- ☐ Re-use was incorporated throughout the event by using borrowed gazebos, hired tables & chairs, reusable bunting and reusable blue tac for signs and boards.



Supporting  
**THE GREAT BIG GREEN WEEK** 

10th to 18th June 2023

**GROW YOUR OWN**

June 17<sup>th</sup> 2023, Andover Village Hall  
1.30pm - 4pm

**Family friendly planting and recycling activities -**

Bring your own small, recycled container and we'll help you plant vegetable and fruit seeds!

Get tips on recycling, managing food waste and Composting - Visit our local Oakley Allotments.

For more information contact the Parish Council on 07983 500 372 or email [clerk@oakleydeane-pc.gov.uk](mailto:clerk@oakleydeane-pc.gov.uk).

ICE CREAM VAN ON SITE

Low waste activities and recycling games were run during the event, including a recycling sorting game, what to do with items that cannot be recycled and what can be composted game

### FUTURE IMPROVEMENTS

- ☐ Feedback was collected from helpers and supporters but more feedback should have been collected from visitors during or after the event and recorded.

# Checklist

Use this checklist to make sure that you don't forget anything when planning your low-waste community event!

- ☐ Set your re-use and recycling goals! Make sure everyone involved in the event knows what they are and how you plan to achieve them

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- ☐ Plan and organise what equipment you need to borrow/hire and make arrangements (remember to think about collection after the event too!)

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- ☐ Identify the types of waste your event is likely to produce (this will make organising disposal arrangements easier!)

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- ☐ Put together a waste disposal plan outlining what's going to happen to waste after the event

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- ☐ Make arrangements for waste disposal after the event - contact any companies or waste contractors needed

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- ☐ Provide all staff/volunteers with information on your re-use and recycling goals as well as what you're doing to meet them

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- ☐ Prepare any promotional material on your re-use and recycling goals for before and during the event

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- ☐ Prepare any informational signs e.g. instructions for the bin area to put up at the event

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- ☐ Make sure you have the right 'binrastructure' including any bins and signage for the event

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- ☐ Allocate staff/volunteers to manage the waste area/s and organise training to ensure they know what to do and how to answer any questions from visitors

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- ☐ Organise how any re-fill stations will operate during the event and who's going to be in charge of setting up and monitoring them

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- ☐ If serving food make a plan on what you're going to do with any leftovers to avoid them going to waste

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- ☐ Put together some review questions to gather feedback from attendees, staff and volunteers after the event on how well you did at meeting your targets

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# Notes

Use this space for your own notes and planning ideas!

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