

# Getting Started

## How Do I Plan For Recycling at My Event?

A well planned event requires cooperation, coordination, dedication and attention to details. One important detail is managing all the trash and recyclables the event will generate.

## Identify types of materials you will generate

Try to predict the types of trash and recyclables that may be generated at your event. Identify what types of activities are being planned at your event such as food vendors, crafts, animal exhibits, games, or rides. Each type of activity will generate a different type or types of waste.

## Organize

An individual or a committee should identify what materials you anticipate the event will generate. Then, create a system parallel to your trash collection to recover recyclables.

## Food areas

Ask vendors, concessionaires, and others what they plan to bring with them and how they will sell their food.

## Gaining vendor cooperation is key.

They may bring cardboard, polystyrene, cardboard or plastic food containers, napkins, paper or plastic cups and plates, plastic utensils, plastic soda bottles, metal cans, or glass bottles.

Work with vendors, concessionaires, and your hauler to identify how to reduce or recycle more of the waste stream.



## Design Your Event Recycling Program for Success

Once you know what you need to collect, you need to determine how the material will be collected (bin types), the number of bins you will need for your event, and how to make it easy for visitors to understand how they can recycle.

Create a parallel collection system to the one you've created for your trash.

Place recycling bins or barrels close to trash receptacles near concession areas, rest rooms, entrances, and exits, and make sure they are clearly marked. Consider different colors and styles for signs, to mark the difference between trash and recycling containers.

## Place recycling bins next to every trash barrel

## Recycling bins should be well marked and look different from trash barrels

Develop a way to monitor the recycling barrels or bins during the event. Monitoring should help reduce contamination in the recycling bin and help you understand if you need to make changes in your program.

Create a system for emptying the recycling bins:

- Who will empty the recycling bins?
- How will recyclables be transported?
- Will recyclables be transferred to a larger container, dumpster or roll-off?
- Have you communicated with your hauler?
- How frequently will the larger container need to be emptied?
- Do the recyclables need to be sorted?

Your options will vary depending on the size of the event. Be realistic — work with your hauler to identify how you can best capture recyclables.



## Education, Promotion and Marketing

Haulers, concessionaires, visitors, volunteers, maintenance/grounds people, and the media all need to be made aware of your program.

Here are some tips:

- Keep your messages and directions simple.
- Appeal to peoples' concern for the environment and their civic pride to encourage participation.
- Clearly identify your trash and recycling containers — use distinct colors, put signs on top and on the sides of containers, use pictures as

well as words.

- Enlist local groups or clubs to help promote and manage your program.
- Give a consistent recycling message throughout the event — use the same signs and colors at all sites.
- Print brochures and posters on recycled paper.



- Making recycling noticeable for the public also gives you the opportunity for some good public relations. Posters, banners, stickers, cups — all could promote recycling along with your event and sponsors. Let the media know about your "green event"— they may do a special report or story!



Source Reduction & Recycling Program  
79 Elm Street  
Hartford, CT 06106-5127  
(860) 424-3365  
[www.ct.gov/dep/recycle](http://www.ct.gov/dep/recycle)



## Recycling Is The Law!

Connecticut's recycling laws and statutes require **everyone** in the state to recycle whether they are at home, at work, school, or at a special event.

**Event and fair organizers  
must make provisions for recycling.**

**The items required to be recycled** in accordance with Section 22a-208v and Section 22a-256a of the Connecticut General Statutes and Section 22a-241b of the Regulations of the Connecticut State Agencies include:

- Glass & metal food and beverage containers
- Corrugated cardboard
- Newspaper
- White office paper
- Scrap Metal
- Ni-Cd rechargeable batteries (from electronic waste)
- Used motor oil
- Lead acid batteries (from vehicles)
- Leaves
- Grass clippings
- Covered electronic devices (computers, TVs)

### UPDATE:

**Pursuant to PA 10-87** Connecticut's recycling regulations will be expanded to include the following items. Changes expected to become effective late 2011.

- Boxboard
- Plastic containers (HDPE, #2 & PET/PETE, #1), three (3) gallons or less
- White & colored office paper (for residents and businesses)
- Magazines



Printed on 30% post-consumer recycled content paper.

## Fundraising Possibilities

Some events have partnered with local youth groups or non-profit agencies to help them run the recycling operation at their event.



The scouts sort through the recyclables, recovering glass, metal and plastic beverage containers. The 5-cent deposit containers are redeemed and fund scout programs. Non-deposit containers go to the town's transfer station for recycling.

For example, the Durham Fair is a very large event with 150,000 - 250,000 people attending over four days. Fair organizers partner with two different scout troops to manage trash and recycling collection, litter patrol, and sorting recyclables for the end-market.



## Program Evaluation

After your event is over, discuss recycling and waste management with your staff, concessionaires, vendors, property owners, and haulers. What worked? What didn't? How can you improve the program for next year? How can you make it easier for everyone to participate? Share your success!

### Looking for Collection Bins?

Visit our Event Recycling webpage at **[www.ct.gov/dep/recycle](http://www.ct.gov/dep/recycle)** and view our list of companies that sell recycling containers. Also, please contact us to learn more about state purchasing contracts or bin loan programs.



CT Department of Energy and  
Environmental Protection

# Recycling at Special Events



**[www.ct.gov/dep/recycle](http://www.ct.gov/dep/recycle)**