SINGLETON
COUNCIL



SINGLETON EVENT WASTE WISE MANAGEMENT PLAN

TEMPLATE
WASTE WISE MANAGEMENT PLAN

EVENT DETAILS

Name of event	
Event date(s)	
Time	
Venue and address	
Anticipated crowd size	
Event activities	
Venue description	
Venue crowd capacity	
Existing facilities ie toilets, bins etc	
Other relevant information ie years it has run, company organising event	

CONTACT LIST

Name	Role/position	Contact details

STALLHOLDER OR BACK OF HOUSE WASTE - ESTIMATED AFTER CONSULTATION WITH VENDORS	
Activity/ stall	
Food or drink type	
Materials generated	
Recycable	
How much	
When	

BIN STATIONS (RECYCLING BINS, GARBAGE BINS, SKIPS)	
How many bin stations are required front of house	
What bins are required back of house	
When bins will be delivered and where to	
Where bins will be taken away	
Bin stations highlighted on event site map	
Other waste facilities required eg liquids	

PROMOTIONAL ACTIVITIES	DATE/TIME	WHO	DONE
Write media release and issue to local media			
Arrange for signage (translations if necessary)			
Inform stallholders about Waste Wise requirements			
Script announcements for MC to read out during event			
Ask local council, community group, environmental organisation to host a stall to promote recycling at event if possible			
Other			

SETTING UP ON THE DAY OF THE EVENT	DATE/TIME	WHO	DONE
Attach labels and caps (if used) to bins			
Remove stand-alone bins or pair them into bin stations			
Cover up existing street bins			
Set up bin stations at predetermined locations and link them together			
Monitor stallholders as they set up			
Final check of bin station location and signage			
Other			

ACTIVITIES DURING THE EVENT	DATE/TIME	WHO	DONE
Monitor bin stations			
Waste Wise announcements by MC			
Monitor waste and recycling bin content quantities during the day			
Monitor back of house during the event			
Monitor back of house as stallholders begin to pack up			
Begin to clean up and collect unused bins			

ACTIVITIES AFTER THE EVENT	DATE/TIME	WHO	DONE
Final clean-up			
Continue monitoring stallholders as they pack up			
Evaluation			
Write assessment report			
Other			

ATTACHEMENTS (BIN PLAN, BRIEFING NOTES, PHONE INTERVIEWS)