

## Waste Plan and Minimisation Plan for Events

Name of event:

Event Organiser/details:

Date and Time:

Location

Company managing waste at event

How will waste be collected and transported

How will waste be monitored during the event.

Facilities where recycling and waste will be taken

## Packaging

What packaging initiatives will the event take to reduce waste to landfill?

Type of waste	Suggested Collection	Recycling (Tick if applicable)	Landfill (Tick if applicable)
Cardboard	Separate Cardboard collection		
Aluminum Cans	Mixed recycling		
Paper cups	Mixed recycling		
Plastic containers	Mixed recycling		
Glass bottles	Mixed recycling		
Plastic bottles	Mixed recycling		

If indicated NO, please state how you are disposing of these items.

## Post event report

If 1,000 or more people attended, you will need to complete the below and submit to the Council after the event.

Estimate the types and amounts of waste generated, your waste contractor will be able to assist with this.

### Event Waste Audit

<b>Event Name:</b>	<b>Date:</b>	<b>Location:</b>

What went to landfill and what was separated for recycling.

Type of Waste	Amount (volume or weight)	Landfill, reused, recycling, where did it go?
General waste		
Cardboard		
Aluminium cans		
Paper cups		
Plastic containers		
Glass bottles		
Plastic bottles		
Other		

Total amount of waste diverted from Landfill. (kgs)

How successful do you think your waste plan was? What were problems, if any? Did you learn anything that may be useful to other event organisers?