

Checklist: Waste Management Plan

Use this helpful checklist when developing your waste management plan. Not all elements will be applicable to all events. Please discuss with the Event Officer if you are unsure which elements are required for your event.

Bins	
	Type of bins (recycling, general waste, green waste, containers for change)
	Size of bins
	Number of bins
	Distribution/location of bins
Waste	
	Estimate the waste types and amounts involved
	Who is the waste contractor?
	Who is responsible for managing the waste on site?
	What actions will be taken to reduce contamination of bins? Eg. Signage, pairing bins.
	If you have borrowed container for change bins from the City, outline what containers will be used in your event and how these bins will be labelled.
Cleaning	
	What litter management actions will be taken to keep the site clean?
	Will you have a cleaning team?
Sustainability	
	What actions will be taken to follow the City's Sustainable Events Policy?
	Have you excluded the distribution or sale of single-use plastics?
	Have you excluded the distribution or sale of balloons and confetti?
	Have you excluded the distribution or sale of polystyrene and styrofoam (eg. Styrofoam cups)?
	Have you provided paired and clearly labelled waste and recycling bins?
	Have you minimized the use of printed promotional material?