

Tips for a Sustainable Event

City Event Permit Requirement:

The city requires event organizers to provide equal number of trash and recycling (aluminum, glass, plastic, etc.) receptacles at all venues according to the following guidelines:

If food is provided: 1 trash and 1 recycling receptacle per 50 people

If NO food is provided: 1 trash and 1 recycling receptacle per 100 people

As part of the permitting process and to receive your event deposit back, event organizers must document trash and recycling stations and clean up. Required photos can be emailed to Rachel Lundy, rlundy@steamboatsprings.net.

How to set up effective event waste stations:

1. Place recycle and trash bins at event entrance, exit, where food service occurs and in places of gathering per venue plan.
2. Trash and recycle bins must be placed next to each other e.g. wherever there's a trash bin, there should also be a recycle bin.
3. Post recycle and trash signs on the bin or at eye level behind the bin. Every bin should have a sign.

How to decrease recycling contamination:

1. Place a volunteer at each waste station. Ensure each volunteer knows what items can be recycled by referring to the common event recycling contaminants below.
2. If using wheeled carts, open lid to trash can, but leave recycle lid closed. This forces the attendee to think before throwing away their item in the wrong bin.

Common event recycling contaminants:



Styrofoam



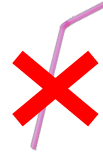
Aluminum foil
with paper e.g.
burrito wrapper



Paper plates



Paper



Paper or
plastic
straws



Plastic
cutlery



Plastic bags

How to reduce event waste:

- Choose recyclable over compostable service ware (and require vendors to do the same). All compostable products must be landfilled at this time.
- Share your commitment to sustainability (and service ware requirements) with your caterers and suppliers early on, so that they can order the correct supplies.
- Serve bite-sized and hand-held snacks that require no service ware.
- Limit or eliminate use of bottled beverages.

Eliminate plastic water bottles:

- Provide water refill stations for event participants by renting YVSC's 120-gallon Water Monster(s) for a nominal fee. Email cameron@yvsc.org to reserve the Water Monster.

Need help planning your sustainable event? Have questions about service ware? Want to learn more about how to reduce event waste before it happens? Need signs for your trash and recycle bins? Visit yvsc.org/sustainable-events.