

Recycling at a Public Event



Simple steps to offering recycling at a public event:

- **Make the commitment;** decide to offer recycling at the event and include it in your pre-event planning.
- **Contact your local solid waste coordinator.** Find out what is accepted through your county or city recycling program and what can they provide. Most programs accept cardboard, aluminum, newspaper and plastic bottles. Services may vary from providing recycling bins for the event and picking up materials to only accepting materials at a drop off center.
- **Designate someone to be the event's recycling coordinator.** This person will oversee the program, coordinate with the county solid waste coordinator, monitor and address problems during the event
- **Decide how to collect recyclable materials.** Make recycling as convenient as possible by placing recycling bins beside each trash can. Make sure they are clearly labeled with signs that include pictures and words. If recycling bins beside every trash can isn't possible, place them in key areas where the most recyclables would be produced.
- **Use distinctive recycling bins.** All recycling bins should look the same. Ideally, use containers that allow you to see the contents inside, and have restrictive openings to decrease contamination.
- **Publicize and communicate.** Make sure all participants, vendors, volunteers and staff are aware of the recycling program and what materials are recyclable.
 - a. Send notices to vendors, exhibitors and participants about the recycling efforts.
 - b. During the event, make announcement reminding visitors to recycle.
 - c. Place signs/banners in key spot announcing that recycling is available.
 - d. Include information about what is recyclable in the event's program.
 - e. Offer information and materials in other languages if needed.
 - f. Use volunteers to monitor recycling bins. They can help participants recycle correctly, change bags when full, and pick up litter.
- **Evaluate.** After the event is over, ask staff and volunteers for suggestions on how to improve.

FOR MORE INFORMATION:

Bluegrass PRIDE
Toll free: 866-222-1648
www.bgPRIDE.org
or

Your county solid waste coordinator

In **Fayette County**, there is an ordinance that requires recycling at community events on Urban County Government property, to be attended by 300 or more individuals. It requires that an individual representative of the event be designated as a recycling coordinator. (LFUCG Ordinances Sec 16-6.1)

Bluegrass PRIDE staff is available to help you in the planning and implementation of a recycling program at an event.