

Planning a litter-free event



Simple steps for coordinating a litter-free event

- **Make the commitment.** Decide to make your event litter-free and include it in your pre-event planning.
- **Provide a sufficient amount of trash cans and recycling containers and make sure they are conveniently placed.** The more convenient the bins are, the more likely it is that they will be used.
- **Utilize volunteers.** Assign volunteers to walk through the event site to pick up any littered items. Volunteers can also help to empty trash or recycling bins as soon as they are full to eliminate the risk of overflow.
- **Publicize and communicate before and during your event.**
 - Notify vendors, exhibitors, staff and volunteers that they are participating in a litter-free event.
 - When publicizing your event to potential visitors, make sure to communicate that it will be litter-free. This way, they will know what is expected before they even arrive.
 - Create buttons for staff, vendors, exhibitors and volunteers to wear that remind and encourage patrons to dispose of trash properly.
 - Make announcements reminding visitors to throw all trash and recyclables into bins.
 - Place signs and banners in key locations to remind visitors to properly dispose of their trash.
 - Include information on the litter-free aspect of your event in the program.
 - Offer information and materials in multiple languages if necessary.
- **Evaluate.** After the event is over, ask staff, volunteers, vendors and exhibitors to offer suggestions for improvement.



Bluegrass PRIDE staff is available to help you plan and implement a litter-free event in your community.

For assistance or information, dial 866-222-1648 or visit www.bgPRIDE.org.