

# Event Waste Management Checklist Template

 Show only Checklist

Display Style  
Default 

## Planning & Preparation

Initial steps to ensure proper waste management before and during the event.

### Event Date

Enter date...

### Estimated Event Attendance

Enter a number...



### Brief Description of Event and Waste Generation Expectations

Write something...

### Designated Waste Management Coordinator

- Assigned
- Not Assigned

### Site Map (showing bin locations)

 Upload File

### Waste Management Provider Selected?

- Yes
- No

### Notes on Specific Waste Management Challenges Anticipated

Write something...

# Waste Stream Identification

Identifying the types of waste anticipated at the event (e.g., food waste, recyclables, general waste).

## Identify Anticipated Waste Streams

- Food Waste (Compostable)
- Food Waste (Non-Compostable)
- Aluminum Cans
- Plastic Bottles & Containers
- Paper & Cardboard
- Glass
- General Waste
- Event Signage/Banners
- Other (Specify Below)

## If 'Other' Waste Stream Selected, Please Specify:

Write something...

## Estimated Volume of Food Waste (Gallons/Liters)

Enter a number...

### Estimated Weight of Recyclable Materials (Pounds/Kilograms)

Enter a number...

### Dominant Type of Food Waste?

- Pre-consumer (Kitchen Scraps)
- Post-consumer (Plate Waste)
- Mixed

## Bin Placement & Signage

Ensuring adequate bin capacity and clear, informative signage for waste segregation.

### Number of Recycling Bins Required

Enter a number...

### Number of Compost Bins Required

Enter a number...

### Number of General Waste Bins Required

Enter a number...

### Bin Color Coding (Recycling)

- Blue
- Green
- Yellow
- Other

### Bin Material (Signage)

- Plastic
- Metal
- Other

### Signage Languages

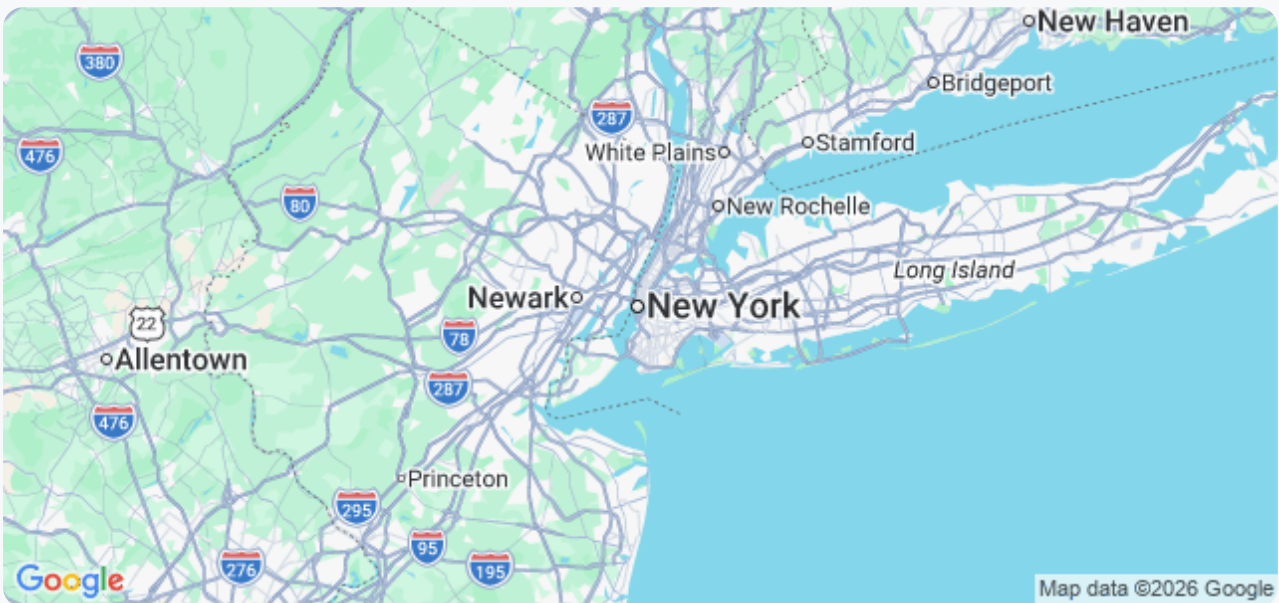
- English
- Spanish
- French
- Other

## Signage Content - Recycling Instructions

Write something...

## Primary Bin Location Coordinates

 [Set My Current Location](#)



## Vendor Waste Management

Requirements and guidelines for vendors regarding waste generation and disposal.

### Vendor Waste Management Plan Required?

Yes

No

### Vendor Waste Management Plan Details (if applicable)

Write something...

### Accepted Waste Streams (Vendor)

- Food Waste
- Recyclables (Specify)
- General Waste
- Other (Specify)

### Number of Waste Bins Provided per Vendor

Enter a number...

### Vendor Waste Management Agreement (Upload)

 Upload File

### Vendor Training Provided?

- Yes
- No

### Details of Vendor Training (if applicable)

Write something...

# Composting & Recycling Programs

Implementation and monitoring of composting and recycling initiatives.

## Composting Program?

- Yes
- No
- Planning

## Number of Compost Bins

## Accepted Compost Materials

- Food Scraps
- Yard Waste
- Paper Products
- Other (Specify)

## Recycling Program?

- Yes
- No
- Planning

### Number of Recycling Bins

Enter a number...

### Accepted Recyclable Materials

- Paper
- Plastic
- Aluminum
- Glass
- Cardboard
- Other (Specify)

### Compost/Recycling Start Date

Enter date...

## Food Waste Reduction

Strategies to minimize food waste generation.

### Estimated Attendees

Enter a number...

### Percentage of Food Donated (if applicable)

Enter a number...

### Buffet or Plated Meals?

Buffet

Plated

### Description of Food Waste Reduction Strategies (e.g., portion control, menu planning)

Write something...

### Menu Considerations for Waste Reduction

Seasonal Ingredients

Smaller Portion Sizes

Vegetarian/Vegan Options

Utilize Food Scraps

### Date of Menu Planning Meeting

Enter date...

### Estimated Food Waste Reduction (in pounds/kilograms)

Enter a number...

# Waste Collection & Removal

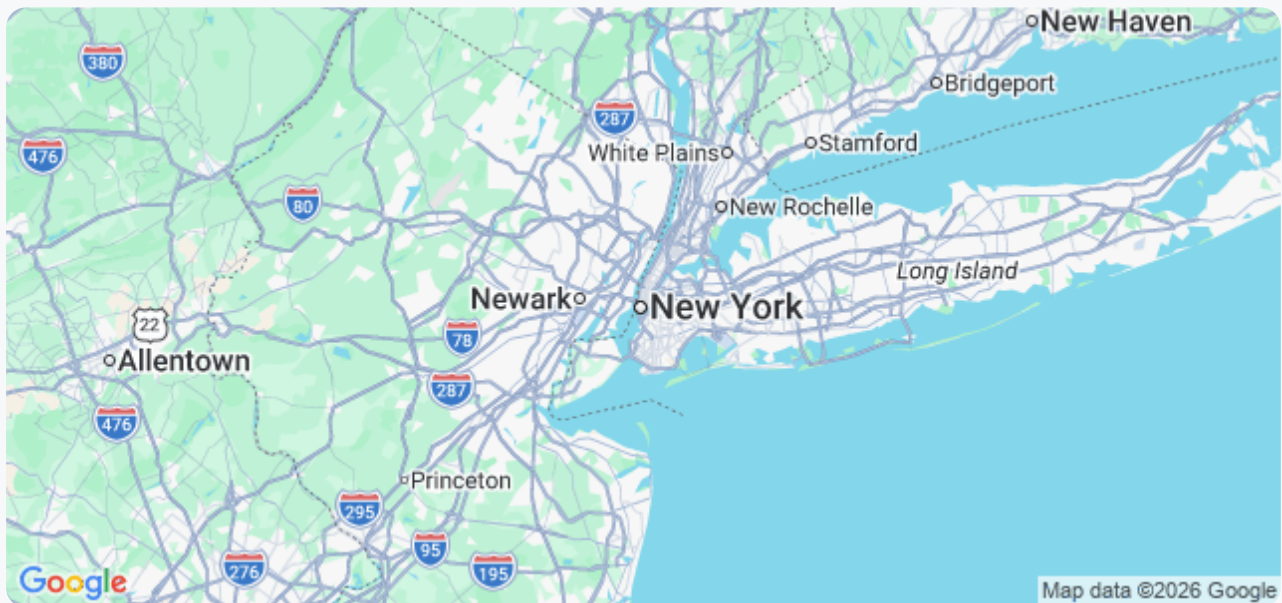
Procedures for collecting and removing waste during and after the event.

## Scheduled Waste Collection Time

## Number of Waste Bins Used

## Designated Waste Storage Area

 [Set My Current Location](#)



### Collection Method

- Manual
- Automated

### Date of Last Waste Collection

Enter date...

### Notes on Waste Collection (e.g., unusual volume, spills)

Write something...

## Post-Event Cleanup & Audit

Assessment of waste management performance and identification of areas for improvement.

### Cleanup Start Date

Enter date...

### Cleanup Start Time

Enter time...

### Estimated Cleanup Time (hours)

Enter a number...

### Number of Volunteers Involved in Cleanup

Enter a number...

### Overall Cleanup Condition (Visual Assessment)

- Excellent
- Good
- Fair
- Poor


### Detailed Observations Regarding Waste Left Behind/Missed

Write something...

### Waste Segregation Accuracy (Estimate)

- 90-100%
- 70-89%
- 50-69%
- Below 50%

### Photographic Evidence of Cleanup (Optional)

 Upload File

# Documentation & Reporting

Maintaining records of waste generation, diversion rates, and disposal methods.

## Date of Audit/Review

## Estimated Total Waste Generated (lbs/kg)

## Estimated Recycled Material (lbs/kg)

## Estimated Compost Volume (gallons/liters)

## Waste Hauler Used

- Hauler 1
- Hauler 2
- Hauler 3
- Other

### Notes/Comments on Waste Management Performance

Write something...

### Waste Disposal Manifests (Upload)

 Upload File

### Compliance Status

- Compliant
- Minor Non-Compliance
- Major Non-Compliance