

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

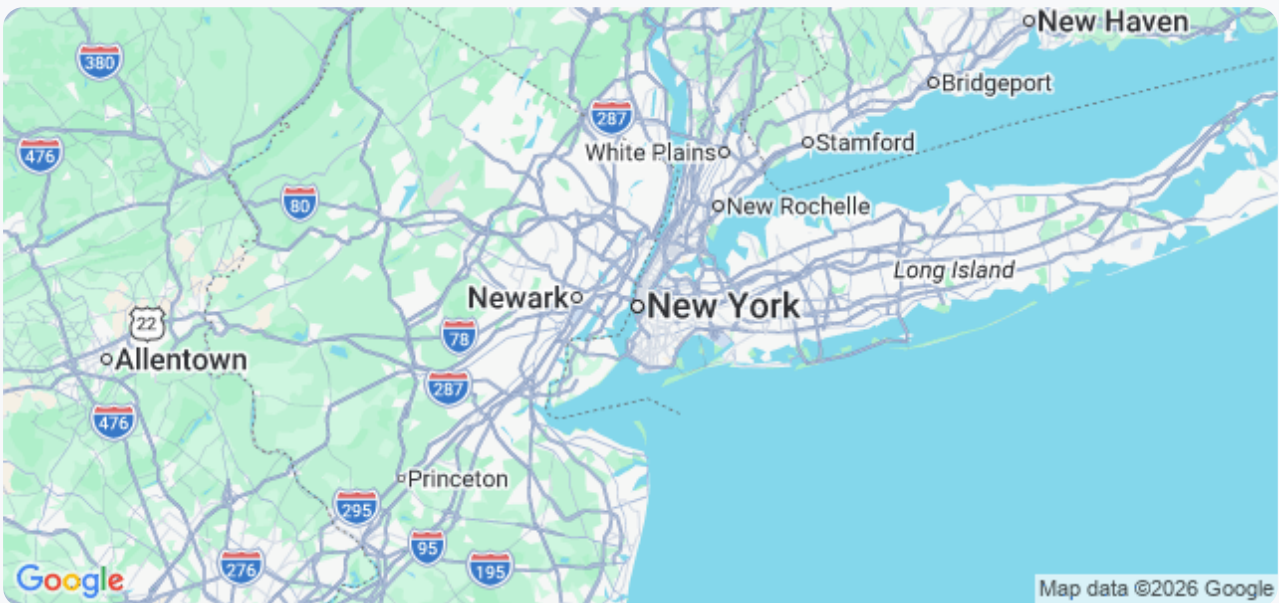
- English
- Spanish
- French
- Other

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

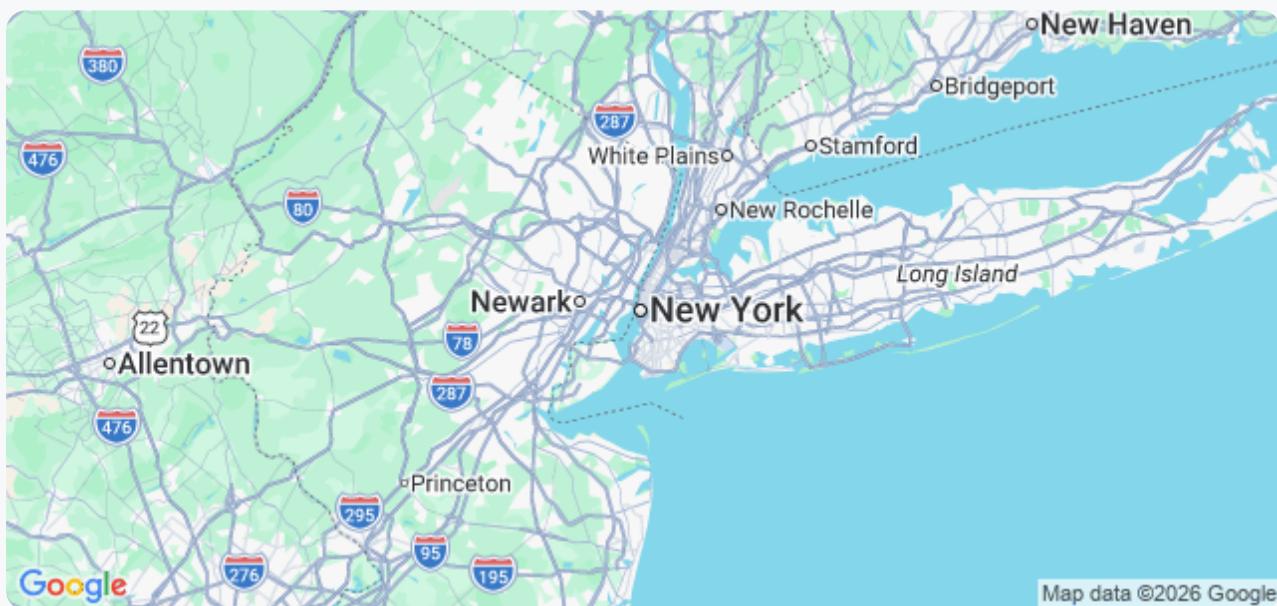
Procedures for collecting and removing waste during and after the event.

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)

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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