



## RECYCLING GUIDE FOR MUSKEGON COUNTY EVENT COORDINATORS

Thank you for your participation in the Muskegon County Event Recycling Initiative! Your commitment to offering recycling at your event will help divert resources from our landfill, which in turn preserves our land, reduces the use of virgin raw materials, curbs energy consumption and improves air quality.

**We hope this Guide will be helpful to you in implementing a successful recycling campaign at your event!**

### Pre-planning Recommendations:

- Identify what is being sold at your event (aluminum, plastic, bottles, cups, etc.) and define what recyclable materials you want to recover. When possible, set a standard with your food vendors to minimize the amount of non-recyclable products being used to serve food and drinks.
- Approximate the number of people expected to attend the event. Keep in mind, the more people who attend, and the length of your event, will drive how many recycling bags you will need.
- Define how many refuse containers will be on site based on the number of people expected to attend. Placing one recycle container next to each waste container is optimal.
- Select a disposal company. Determine where they will place their waste and recycling containers, and how they want the materials sorted. If they will accept card-board, make sure you communicate that to your vendors. If they've serviced your event in the past, ask them about "right-sizing" the containers; you might be able to reduce the size and hauling fee for refuse if recyclables constitute a large volume of event "waste."
- If at all possible, please work with your hauler/volunteers to record volume (preferably in cubic yards) of recyclables collected at your event for community reporting purposes.
- Determine how many volunteers you are working with and get the name and number of the person in charge of your volunteers.
- Make arrangements to reserve and have your bins delivered to your event site. If an event requires only a small number of containers, the event will be responsible for pickup and return of all containers. Please contact the Muskegon County Sustainability Coordinator, Sara Damm at 231.724.8846 to discuss. Please also refer to the Application and Bin Request Form for details about borrower responsibilities and deposit requirements.

## Setting up:

- Orient your custodial crew and/or volunteers before the event starts. Teach them to properly set up the bins, secure bags and attach lids and signs to the frame. Secure each bin to the ground using the stakes provided in the kit. Make sure the supervisors are trained on how to get them on/off the frames so they can train other support staff.
- Place recycle bins next to trash receptacles, at the entrance and exit, near vendors, picnic tables and restrooms. Place any remaining units evenly throughout the event trying to cover as much area as possible.
- If possible, set up the bins and bags the day before. Otherwise, make sure they are up *be-fore* the event starts.
- “Seeding” or putting a few recyclables in each container before the event starts is helpful to show people the way.
- Suggest that staff/volunteers to wear pants with deep pockets, or supply them with a bag to carry replacement bags. Consider using bags with your sponsor/event information on it.

## During the Event:

- Advise your event staff/volunteers to collect and replace the bags when they are about 2/3 full and bring them to recycling/refuse area. Depending on turn-out, and vendor offerings, recycle bins may need to be emptied several times a day.
- Keep the lids clean by wiping them down as necessary.
- Instruct your event staff to notice heavy traffic areas, such as picnic tables, entrances and exits. These areas may require more collection attention than others.
- Record any challenges and successes in a notebook for future reference.

## After the Event:

- Move the remaining recyclable material to the central recycling containers and take down the recycle bins. Ask event staff/volunteers to pick up any stray recyclables as they go.
- Check the frames and lids to ensure they are clean.
- Repack the units onto the storage carts and return them to the storage trailer. Please also collect the stakes and return them to the kit for reuse.
- Please ensure that all the bins are clean, and properly stowed on the transporter carts. If Muskegon County is providing delivery and retrieval for your event, please place the bins and carts in the recycling trailer (or other identified secure storage location) and ready for pick-up at the agreed upon date and time!
- THANK YOU for your efforts to protect our environment and conserve natural resources!