

Special Event Waste Diversion Self-Assessment

There are many considerations to make when planning a special event. Waste management is one factor that requires time, preparation and organization. This Self-Assessment has been developed to help event organizers operate successful waste management programs. This Self-Assessment does not need to be shared with Halton Region.

Event organizers should complete this Self-Assessment before the event date.

Organization	
Your Name & Position	

Organizing Committee

Our Event...	Never	Sometimes	Always
Has a written and approved environmental/sustainability policy that includes waste diversion.			
Recognizes and understands the 3Rs hierarchy—reduce total amount of waste, reuse items, then recycle what is left.			
Includes waste diversion initiatives as a regular item at all committee meetings.			
Limits paper use and always prints documents double-sided.			

Staff (if applicable)

Our Event...	Never	Sometimes	Always
Has environmental functions that include waste diversion embedded in staff job descriptions.			
Educates staff about the importance of waste diversion and the 3Rs to the Organizing Committee and its events.			
Limits paper use and always prints documents double-sided.			
Designates one staff person (or lead volunteer) to manage the Event’s waste diversion programs.			

Volunteers

Our Event...	Never	Sometimes	Always
Has environmental functions that include waste diversion embedded in volunteer job descriptions.			
Educates volunteers about the importance of waste diversion and the 3Rs to the Organizing Committee and its events.			
Educates volunteers about acceptable Blue Box recycling, GreenCart composting, and Garbage materials and how waste will be managed for the event during all volunteer training sessions.			

Has a suitable number of trained volunteers dedicated to waste diversion functions before and during the event.			
Provides volunteers with supplies (gloves, goggles, hand sanitizers), shade (tents), refreshments (water, snacks) so that they are safe and comfortable while working.			
Recognizes or rewards the efforts of volunteers assisting with waste diversion programs after volunteer shifts are complete.			

Vendors

Our Event...	Never	Sometimes	Always
Has a waste diversion clause in our vendor contracts that requires vendors to comply with the waste diversion programs for the event.			
Informs vendors about our event’s environmental and waste diversion programs.			
Mandates vendors participate in Blue Box recycling and/or GreenCart composting programs.			
Mandates what food packaging vendors may use when on site (for example, banning the use of Styrofoam as it is a Garbage item) and requires packaging/containers that are accepted in the Blue Box and GreenCart.			
Educates vendors about the logistics of waste and how it will be managed during the event including acceptable Blue Box recycling, GreenCart composting, and Garbage materials during all vendor training sessions.			
Dedicate staff/volunteers to inspect vendors during the Event to ensure they are complying with our environmental policy and waste diversion programs.			
Dedicate staff/volunteers to ensure vendors properly sort their waste, particularly at the end of the Event.			
Dedicate staff/volunteers to ensure vendors properly collapse all corrugated cardboard, particularly at the end of the Event.			

Attendees

Our Event...	Never	Sometimes	Always
Makes Blue Box recycling and GreenCart composting as accessible to attendees as Garbage.			
Provides verbal (PA announcements) and visual (signs) reminders to attendees about participating in Blue Box recycling and GreenCart composting.			

Planning

Our Event...	Never	Sometimes	Always
Complies with all aspects of the “Guidelines for Halton Region to Provide Waste Diversion Services to Community Events” including: <ul style="list-style-type: none"> ○ Submitting Request Form at least 6 weeks in advance of event ○ Submitting a waste diversion plan with Request Form ○ Recognizing Halton’s in-kind sponsorship with logo placement on website and in printed materials 			
Uses online (paperless) registration.			

Event Logistics

Our Event...	Never	Sometimes	Always
Creates “waste stations” by ensuring Blue Boxes, GreenCarts and Garbage cans are always partnered—there are no stand alone bins.			
Uses reusable dishes, cutlery, and cups.			
Recycles all acceptable Blue Box materials.			
Composts all acceptable GreenCart materials.			
Disposes of non-divertable materials in the Garbage.			
Implements other waste diversion programs (grease/oil, liquor bottles, etc.) at our own discretion.			
Has assessed how much waste is generated by tracking tonnage information, when available.			
Has conducted a waste audit.			
Conducts a Self-Assessment following the event to judge how well waste diversion programs were implemented, and writes down recommendations for future events.			

Score

Our Event...	Never	Sometimes	Always