



Special Events Waste Management Plan

SECTION 1: General Event Information

Event Name: _____

Location of Event: _____

Date(s) of Event: _____

Date Plan Completed: _____

Event Contact

Name/title: _____

Email: _____

Cell Phone: _____

Submit Completed Plans to:

Bridget Stuchly
Division of Sustainability and the Environment
Salt Lake City Corporation
451 S. State Street Room 135
P.O. Box 145470
Salt Lake City, UT 84114-5470
Bridget.Stuchly@slcgov.com
(801) 535-6438

For City Use Only:

Date Plan Received: _____

Date Plan Reviewed: _____

Date Plan Approved: _____

SECTION 2: Waste Reduction

Identify measures taken to reduce the amount of waste produced by your event. (I.e. reusable banners/signs; beverages served in souvenir or refillable cups; donate extra food to food shelters; offer napkins, straws, utensils on request bases; offer brochures, flyers, etc. on request or volunteer pickup basis-do not hand something to everyone walking through entry gates; catered/VIP areas – require reusable utensils, serving platters, plates.)

Identify measures taken by your organization and vendors to make environmentally preferable purchases. (I.e. use of recycled paper products; biodegradable utensils; no Styrofoam; no bottled water; organically-based cleaning products.)

SECTION 3: Waste/Recycling at the Event

Which types of recyclable waste will be produced by your event?

Cardboard

Paper

Plastic

Aluminum

Steel food cans

Glass

Other _____

Which types of non-recyclable waste will be produced by your event?

How will you ensure waste/recycling containers do not overflow?

How will you ensure recycling containers will not be contaminated by non-recyclable material?

Providing signage on recycling containers

Ensuring recycling containers are placed next to garbage containers-never alone

Monitoring of waste containers during event to prevent overflowing

Event staff/volunteers will be monitoring waste containers to guide attendees in proper disposal

Other _____

Describe your litter control strategy for your event to ensure the grounds are left clean.

SECTION 4: Containers and Service Providers

Type	Size	Number	Date/Time of Scheduled Service	Service Provider
Individual RECYCLE	_____gallon			SLC Sanitation Other: (Company, Contact name and phone number)
Individual GARBAGE	_____gallon			SLC Sanitation Other: (Company, Contact name and phone number)
Roll-off/ Dumpster RECYCLE	_____yd ³			 (Company, Contact name and phone number)
Roll-off/ Dumpster GARBAGE	_____yd ³			 (Company, Contact name and phone number)

SECTION 5: Other

Are there other measures you are taking to reduce the carbon footprint of your event?
(I.e. ways you are reducing fuel use, conserving energy, encouraging alternative transportation methods.