

The City of Louisville plays an integral role in helping event planners and community members bring people together safely and successfully in an environmentally conscientious manner. In order to aide event coordination and planning, the City of Louisville is committed to providing information and resources to help you develop a zero-waste plan.

### **GENERAL REQUIREMENTS**

If you are submitting a City of Louisville Special Event permit application, each event is asked to develop and submit a waste management map. The map should include details about access to any on-site landfill trash, recycling, and compostables collection. This includes all areas of the event venue, surrounding areas leading to the event, during event setup, and any post event cleaning associated with your event.

## **Pre-Event Planning**

It's never too early to start planning your waste management plan, and often it's challenging to know where to begin. Review what materials can be collected for recycling in your local community; consider the challenges you'll run into; and evaluate opportunities to prevent waste.

- Anticipate the **number of attendees** at your special event. The amount may determine material generated at your event.
- **What materials do you plan to recycle?** What will your attendees be able to bring into the event and what types of materials will be distributed? What information will your service providers need in order to assist with keeping materials out of the landfill?
- **Educate vendors and service providers.** Communicate expectations such as how materials should be separated. Require cooperation and coordination among all vendors, service providers, and organizers to ensure the successful separation and collection of materials at your event.
- **Tell future attendees** in communications materials and on social media that your upcoming event will be zero-waste.

### **CONTAINER AGREEMENTS**

The location of all container and/or roll-offs must be identified on the event's site plan. Event planners, operators, and vendors should ensure the following, at minimum:

- All containers are clearly labeled to indicate whether they are dedicated for landfill trash, recycling, or compostables diversion.
- Landfill trash, recycling and compostables receptacles should be grouped in common collection areas, also called a station, to ensure appropriate access for vendors, volunteers and attendees.

**Tip:** Coordinating with your waste hauler to report your diversion numbers. This information will aide in improving diversion efforts for future events and can be used in promotional material.

- Weight of landfill trash collected;
- Weight of recycling collected;
- Weight of compostables collected; and
- All other form of waste diversion provided;

### **WASTE STATIONS**

The City of Louisville encourages events to provide containers throughout the event space and is recommended to:

- Provide equal numbers of landfill trash, recycling, or organics diversion containers;
- Group landfill trash, recycling, and organics diversion containers adjacent to one another.
- Standardize containers by color-coding black for “landfill trash”, blue for “recycling”, and green for “compostables.”
- Identify types of materials collected at landfill trash, recycling, and organics diversion in English and Spanish.
- Use clear liners for recycling, black liners for landfill trash, and green liners for organics

## RESOURCES

### [Western Disposal](#)

Western Disposal provides event-ready reusable and/or recyclable cardboard containers for recyclables, compostables and trash (as a last resort for those few items that cannot be recycled or composted); an all-in-one convenient zero waste station. Following your event, you place all materials – color-coded bags and flattened cardboard boxes – in the dumpster or roll-off container (depending on the size of your event). Western picks up the container, sort and process the materials and provide a summary report listing material quantities and environmental benefits.

Pricing:

- Boxes with a lid - \$15
- Boxes without a lid - \$7
- Dumpster/roll-off service – price depends on size

Please call **Kevin Afflerbaugh at (303) 448-2332** for pricing or questions about our service or send him an e-mail at: [kafflerbaugh@westerndisposal.com](mailto:kafflerbaugh@westerndisposal.com).

### [Eco-Cycle](#)

Eco-Cycle has a range of options to meet your Zero Waste Event planning needs from renting recycling bins to consulting Eco-Cycle for planning large Zero Waste Events of over 1,000 people.

Rent a full **Zero Waste Station** with a recycling, compost, and trash bin, or rent individual bins.

[Orders can be made online](#) at least 48 hours in advance.

Pricing:

- Each bin, including 1 bag per bin - \$5

Eco-Cycle's **Large Zero Waste Event Services** are designed for large-scale events of at least 1000 people, such as town festivals, and includes pre-event consulting, vendor relations, zero waste stations, etc.

Pricing:

- [Dependent on services needed](#)

## Day-Of Checklist

It's the day of your event! Check off the following to and implement a successful zero waste event.

### SETUP

- Receptacles have clear, large, and specific wording
- Trash, recycling, compostables containers are placed together in common collection areas
- Containers are placed and visible in high generating material locations (ex. near food vendors)
- Staff and volunteers have been assigned to monitor stations and are familiar with container locations
- Vendors are familiar with container locations and have been provided with container location maps

### EXECUTE

- Monitor containers throughout the event to ensure materials are being disposed of properly
- Staff and volunteers are easy to identify in case people have questions
- Have staff take note on problem items
- Tear down and cleanup after the event

## Post-Event Evaluation

You've successfully ran a zero-waste event. Now what?

- **Follow up with your waste hauler.** Make sure you request landfill trash, recycling, and compostables collection weights within a week after your event has concluded.
- **Evaluate your success.** Ask for feedback and suggestions from your event and waste management team, including volunteers. Calculate your diversion rate (total recycled weight + total organics weight/grand total weight for trash, recycling, and organics combined)
- **Market and publish your success.** Make sure you let everyone know! Distribute data to your attendees, organization, and event team and volunteers. Post it on your website, in newsletters and social media and use it when marketing future events.

With your help, we can work together to reduce the amount of waste disposed in local landfills.