

Event Recycling Planning Guide

ilivehereqc.org

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iLivehere® is the environmental outreach program of the Waste Commission of Scott County and an affiliate of both Keep Iowa Beautiful and Keep American Beautiful.

Purpose:

The purpose of this guide is to help engage groups and individuals in taking greater responsibility in improving their environment at area events and festivals at no charge. Containers for mixed recyclables and trash are provided on a first-come, first-serve basis. This guide is intended to help organizations reduce the amount of waste and litter generated at community events and to recover recyclable material from the waste stream.

Whether you are hosting a family picnic, neighborhood block party, or community event, the iLivehere program and Waste Commission of Scott County can help you reduce waste and make your event environmentally friendly.

Our event recycling guide provides information and tools to educate and empower coordinators, sponsors, volunteers, and attendees about their role in keeping your event and our community clean.

Pre-Event Actions and Logistics Planning:

1. Select a recycling coordinator to oversee the event. This individual is responsible for designing the collection program, selecting a hauler, or arranging transportation for the self-hauling of material. The event is responsible for the recyclables and waste material collected. Recyclables can be taken to the Scott Area Recycling Center, located at 5640 Carey Avenue, Davenport, IA 52807.
2. Assess the type of material sold or available at the event (aluminum, plastic, bottles, cups, etc.) and determine the best location for event recycling containers and waste containers.
3. When determining the best location for containers, include where recycling containers and other waste containers will be placed. Recycling containers should always be placed next to waste containers to eliminate litter and increase recycling at the event.
4. Identify the length of your event and approximate the number of people expected to attend the event to determine the number of containers and bags.
5. One event recycler container per waste container is the optimum number for your event and are located in visible, high-traffic, and appropriate areas.
6. Train volunteers and teach them to properly secure bags and attach lids to the frame.

Promotion of your Event:

1. Share how your event is green in press releases and promotions
2. Announce reminders to recycle during your event
3. Utilize banners or signs to encourage recycling during your event
4. Take pictures of your event to promote recycling and show your recycling efforts!

Email pictures to info@ilivehere.org

Set up for Event:

1. Frames, lids, bags and any signage should be placed on the day of the event. Arrange a set-up time that works with the other event logistics. During multi-day events, containers should be set up each day to deter theft of the containers.
2. Large Events - The Event Recycling Trailer can be loaned out on a first-come, first-served basis for groups requesting over 20 containers. Rolling carts, containers, and bags are included with the trailer. The trailer would be parked at a pre-determined location to be available during the event.

During the Event:

1. Make sure volunteers or staff are collecting and replacing bags when they are 2/3 full for easier collection.
2. Monitor and move containers to heavy traffic areas if you notice problems from where they were originally placed.

How to Reserve Event Containers:

Visit: www.ilvehereqc.org



Post Event Activities:

1. Move the containers to a secure location.
2. Clean and check the frames and lids
3. Get feedback from staff and volunteers for suggestions for improvements.
4. Publicize your success! Share recycling amounts and the success of the event on social media!
Tag [@ilivehereqc](https://www.facebook.com/ilivehereqc) on Facebook!
5. Repack the containers and return them to the Scott Area Recycling Center or the Event Trailer.

Installing Bags:



STEP 1: Be sure the double end of the frame is upward. Insert the bag inside of the frame and pull approx. 6" of the bag through the loop as shown.



STEP 2: Pull the bag 6" over the loop and toward the center, making sure to wrap it around the corners.



STEP 3: Let go of the overlapped end of the bag. Grasp bag on sides and pull down and in until bag tightens around corners.

Repeat these steps for the other side of the frame and snap the lid in place.