



Event Recycling Checklist

Step-by-step tips for waste diversion at Charleston County events

3-9 months from event

- Create a recycling plan for your event, including site requirements, and recycling goals. Keep this plan in mind as you secure a site for your event.
- Create a recycling policy to set expectations for event attendees and vendors.
- Form a recycling committee who will be responsible for executing the logistics of your recycling plan.
- Contact Charleston County Environmental Management to notify them of your event; discuss what type/how many recycling containers you will need.
- Start soliciting volunteers to aid in recycling for set up, break down, and during the event.

1-2 months from event

- Develop a site layout to designate locations for waste sorting stations; determine how many containers you will need.
- Develop recycling signage and plan where it will go around the site; make sure there will be significant instructions provided on how to correctly recycle.
- Hire a solid waste hauler to remove garbage from your event. If you plan on composting, contact a food waste hauler.
- Follow up with Charleston County to verify dates and recycling containers needed.
- Contact local news media to notify them of your special event; be sure to mention your efforts to "GO GREEN".

1-4 weeks from event

- Hold initial training session for volunteers; lead a crash course on what is recyclable in Charleston County as well as how best to avoid contamination.
- Walk the site with your team and confirm where public recycling containers will be located as well as behind the scenes containers.
- Work out the logistics for the day of the event: golf carts to carry the recyclables, walkie talkies for staff to use, etc.
- Finalize recycling staff and volunteer schedule.

Day before event

- Set up recycling stations.
- Hang recycling signage.

Day of event

- Brief volunteers in a quick session once they arrive.
- Keep containers clean throughout the event.
- Note any recycling in trash or vice versa and take corrective action.