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| Event Details |
| Name of event |  |
| Venue/location |  |
| Event Date(s)  |  | Duration of event (Hours) |
| Type/style of event |  |
| Approx. no. of people expected |  |
| No. of food stalls |  |
| No. of other stalls |  |
| Alcohol available | [ ]  No [ ]  Yes |
| Waste Profile  |
| List the type of waste that will be generated including some key specific items. Example provided below.1. General waste, comingled recycling
* Cable ties, cardboard, soft plastic
1. General waste, comingled recycling, paper/cardboard, organics, container deposit
* Food waste, compostable packaging (cups, plates, cutlery)
* Cigarette butt litter
* Waste brought into the event: picnics, snacks
1. General waste, comingled recycling
* Signage - corflute signs
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| Bin Infrastructure |
| What waste streams are to be collected? | [ ]  Waste [ ]  Recycling [ ]  Organics  |
| How many bins are on site at your Venue?  |  |
| Do you require additional Bins for Waste and Recycling at your event? How many will you require?*To calculate how many bins you require, a rule of thumb is one litre per person per meal.**For example, you estimate that you will have 1000 attendees, which will run over two mealtimes:* * *1000 people x 2 mealtimes = 2,000 litres*
* *Divide 2000 by 240L (a standard wheelie bin size) = 8*
* *You will need 8 bin stations*

*NOTE: If you empty bins over the day of the event you will require less bin stations.* |  |
| Where will the bin stations be located across the site? *Identify bin stations on your event site map including where the bins be delivered and collected, collection vehicle’s access.* |  |
| Waste Strategy |  |
| What actions will be taken to reduce contamination of recycling bins and food / organics bins?*e.g. waste signage, use of volunteers as ‘bin monitors’, waste audit, roving performers, etc.*  |  |
| How frequently will the bins be serviced/emptied during the event? Please include information on how this will be managed i.e roster or strategy*i.e. number of times bins collected per day/night* |  |
| Will you have any waste contractor’s assisting with your event? Please include details here.  |  |
| What other waste facilities are required (liquids/ greywater)?How will greywater and oils will be managed?*e.g. greywater collection tank will be supplied* |  |
| What litter management actions will be taken?*e.g. litter volunteers, roving litter entertainers cleaning staff, etc.*  |  |
| What other waste strategies are to be implemented?e.g. incentives to reduce waste, dishwashing station promotion of BYO reusable cutlery. |  |
| Sustainability  |
| Please describe that steps you have taken to make your event more sustainable.  |  |
| Post Event |
| Please list responsible parties for conducting post event waste removal/clean up.  |  |
| Site Map of Waste and Recycling Bins for your event |
| Please mark Waste Bins with this symbol Please mark Recycle Bins with this symbol  |