

	At least 90 days before	60-89 days before	30-59 days before	7-29 days before	Day before	Day of event	Within 7 days after the event
<b>General considerations</b>	<ul style="list-style-type: none"> <li>Identify who will be participating in waste reduction and diversion efforts and to what extent</li> <li>Identify main waste streams</li> <li>Appoint a waste reduction coordinator</li> <li>Figure out what waste and recycling infrastructure you already have (e.g., bins, signs, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Develop a plan for any hazardous waste materials that may be produced at the event</li> <li>Include waste stations in your existing safety plan</li> <li>Include a secure location for food donation storage and pickup</li> </ul>		<ul style="list-style-type: none"> <li>Purchase supplies for cleanup (e.g. bags, gloves, garbage pickers, hand sanitizer)</li> </ul>	<ul style="list-style-type: none"> <li>Set up waste stations in back of house areas, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Stay in touch with back of house/VIP areas to ensure that their waste stations are working effectively</li> </ul>	<ul style="list-style-type: none"> <li>Assist peripheral teams with strike down to ensure waste is still separated</li> <li>Prepare for next year's event by debriefing and documenting lessons learned and recommendations for next year; include all appropriate stakeholders in this process</li> <li>Consider goals for next year</li> </ul>
<b>Tracking and reporting</b>	<ul style="list-style-type: none"> <li>Review last year's waste and recycling efforts and set a goal for this year</li> </ul>					<ul style="list-style-type: none"> <li>Record weights of materials collected and keep a running diversion rate calculation going, if applicable (or ask your waste collection service provider for this information after the event)</li> </ul>	<ul style="list-style-type: none"> <li>Calculate reduction and diversion metrics in preparation for debrief meeting</li> </ul>
<b>Waste collection services</b>	<ul style="list-style-type: none"> <li>Book your waste collection service provider. Shop around for a service provider that accepts garbage, recycling and compost, and ask if they accept specific items your event will generate (e.g., certified compostable foodware, coffee cups, hazardous waste)</li> <li>Consider any additional requirements that may be necessary for your event</li> </ul>	<ul style="list-style-type: none"> <li>Confirm waste collection services</li> <li>Work with your service provider to determine how many bins your event requires</li> </ul>	<ul style="list-style-type: none"> <li>Ask if your service provider will offer information on your event's diversion rates</li> <li>Determine if your service provider is supplying liner bags</li> </ul>				<ul style="list-style-type: none"> <li>Ensure carts/bins are collected and set out for service provider pickup</li> <li>Obtain waste diversion rates</li> </ul>
<b>Food vendors and caterers</b>	<ul style="list-style-type: none"> <li>Develop a contract for vendors/caterers to comply with waste reduction and diversion requirements</li> <li>Use the Vendor Memo Template to inform vendors of acceptable materials and other key messages</li> </ul>	<ul style="list-style-type: none"> <li>Provide vendors/caterers with procurement options of serving materials that are accepted</li> <li>Notify vendors and/or caterers about intention to donate surplus edible food</li> </ul>	<ul style="list-style-type: none"> <li>Ask food vendors/caterers what types of food ware they're planning on using at the event – this is an opportunity to ensure they are following regulations</li> </ul>		<ul style="list-style-type: none"> <li>Ensure that vendors/caterers on site materials comply with regulations – remember the little things like sauce cups and straws!</li> <li>Provide reminder about following procedure to preserve surplus edible food</li> </ul>	<ul style="list-style-type: none"> <li>Monitor vendors/caterers to ensure they continue to comply with regulations</li> <li>Execute Surplus Food Donation plan</li> </ul>	<ul style="list-style-type: none"> <li>Conduct post-event evaluation for vendors/caterers and share recommendations for next year where applicable</li> <li>Supervise vendors'/caterers' strike practices to ensure they are complying with cleanup regulations</li> <li>Thank vendors/caterers for their participation</li> </ul>
<b>Volunteer management</b>		<ul style="list-style-type: none"> <li>Use the Volunteer Recruitment Template to post a call-out for volunteers</li> <li>Conduct a hazard assessment to identify risks associated with the volunteer position(s) and address strategies to mitigate injury in your volunteer safety orientation (this could include, but is not limited to: WHMIS, sharps, biohazards, correct lifting techniques, bag handling, etc.)</li> <li>If desired, submit a request via 311 for a training session with the volunteers provided by the City Waste &amp; Recycling Services</li> </ul>	<ul style="list-style-type: none"> <li>Schedule volunteer safety orientation and what goes where training</li> </ul>	<ul style="list-style-type: none"> <li>Set volunteer schedule for event day – coordinate short shifts with ample breaks so volunteers can enjoy event festivities</li> <li>Organize on-site volunteer teams to:                             <ul style="list-style-type: none"> <li>Liaise with food vendors</li> <li>Set up and monitor on-site bins</li> <li>Pick up litter</li> </ul> </li> <li>Schedule training session with the City Waste &amp; Recycling Services for the volunteers</li> </ul>	<ul style="list-style-type: none"> <li>Provide volunteers with the Waste &amp; Recycling Pocket Guide</li> <li>Update volunteers on any site-specific safety hazards</li> <li>Provide volunteers with shirts, hats or a badge to identify them as educators</li> <li>Supervise volunteers in setting up waste stations according to site plan</li> <li>Designate a sheltered break area to offer volunteers reprieve from the elements</li> </ul>	<ul style="list-style-type: none"> <li>Have volunteers monitor bins and contamination and move the stations if necessary</li> <li>Empty bins/replace bags when approximately 75% full to avoid heavy loads</li> <li>Ensure volunteers have adequate supplies and personal protective equipment (e.g., gloves, garbage pickers, hand sanitizer, water, food, first aid, etc.)</li> <li>Provide ongoing support &amp; supervision throughout the day</li> </ul>	<ul style="list-style-type: none"> <li>Share diversion rates with volunteers and acknowledge their efforts</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>Determine what signage and educational materials are required</li> <li>Communicate your goals as soon as possible – plan to continually communicate this through social media or other methods of communication</li> </ul>	<ul style="list-style-type: none"> <li>Decide on the best way to receive material weights to calculate diversion rates throughout the event, if applicable – text messages work really well!</li> <li>Draft media release around greening of event and post this information on your website</li> </ul>		<ul style="list-style-type: none"> <li>Ensure all educational materials and signage are available</li> <li>Plan your event day waste reduction messages</li> </ul>	<ul style="list-style-type: none"> <li>Remind your audience on social media about your goal to reduce waste and how they can get involved</li> </ul>	<ul style="list-style-type: none"> <li>Post all educational materials and signage</li> <li>Brief event MC(s) to remind attendees about their role in waste reduction and diversion</li> <li>Have MC share waste diversion results as they are calculated, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Celebrate your success and identify any big wins</li> <li>Collate metrics and share with your audience/the community at large</li> <li>Apply for awards and/or prepare grant applications to continue improvements next year</li> </ul>
<b>Food donations</b>	<ul style="list-style-type: none"> <li>Research opportunities for donating surplus edible food, including contacting a food rescue organization</li> </ul>	<ul style="list-style-type: none"> <li>Develop Surplus Food Donation Plan</li> </ul>	<ul style="list-style-type: none"> <li>Confirm recipient for food donations</li> </ul>	<ul style="list-style-type: none"> <li>Confirm a secure location for food donation storage and pickup</li> </ul>		<ul style="list-style-type: none"> <li>Collect and donate surplus edible food according to Plan and AHS guidelines</li> </ul>	