

	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
General considerations	<ul style="list-style-type: none"> Identify who will be participating in waste reduction and diversion efforts and to what extent Identify main waste streams Appoint a waste reduction coordinator Figure out what waste and recycling infrastructure you already have (e.g., bins, signs, etc.) 	<ul style="list-style-type: none"> Develop a plan for any hazardous waste materials that may be produced at the event Include waste stations in your existing safety plan Include a secure location for food donation storage and pickup 		<ul style="list-style-type: none"> Purchase supplies for cleanup (e.g. bags, gloves, garbage pickers, hand sanitizer) 	<ul style="list-style-type: none"> Set up waste stations in back of house areas, if applicable 	<ul style="list-style-type: none"> Stay in touch with back of house/VIP areas to ensure that their waste stations are working effectively 	<ul style="list-style-type: none"> Assist peripheral teams with strike down to ensure waste is still separated Prepare for next year's event by debriefing and documenting lessons learned and recommendations for next year; include all appropriate stakeholders in this process Consider goals for next year
Tracking and reporting	<ul style="list-style-type: none"> Review last year's waste and recycling efforts and set a goal for this year 					<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> Calculate reduction and diversion metrics in preparation for debrief meeting
Waste collection services	<ul style="list-style-type: none"> 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) Consider any additional requirements that may be necessary for your event 	<ul style="list-style-type: none"> Confirm waste collection services Work with your service provider to determine how many bins your event requires 	<ul style="list-style-type: none"> Ask if your service provider will offer information on your event's diversion rates Determine if your service provider is supplying liner bags 				<ul style="list-style-type: none"> Ensure carts/bins are collected and set out for service provider pickup Obtain waste diversion rates
Food vendors and caterers	<ul style="list-style-type: none"> Develop a contract for vendors/caterers to comply with waste reduction and diversion requirements Use the Vendor Memo Template to inform vendors of acceptable materials and other key messages 	<ul style="list-style-type: none"> Provide vendors/caterers with procurement options of serving materials that are accepted Notify vendors and/or caterers about intention to donate surplus edible food 	<ul style="list-style-type: none"> 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 		<ul style="list-style-type: none"> Ensure that vendors/caterers on site materials comply with regulations – remember the little things like sauce cups and straws! Provide reminder about following procedure to preserve surplus edible food 	<ul style="list-style-type: none"> Monitor vendors/caterers to ensure they continue to comply with regulations Execute Surplus Food Donation plan 	<ul style="list-style-type: none"> Conduct post-event evaluation for vendors/caterers and share recommendations for next year where applicable Supervise vendors'/caterers' strike practices to ensure they are complying with cleanup regulations Thank vendors/caterers for their participation
Volunteer management		<ul style="list-style-type: none"> Use the Volunteer Recruitment Template to post a call-out for volunteers 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.) If desired, submit a request via 311 for a training session with the volunteers provided by the City Waste & Recycling Services 	<ul style="list-style-type: none"> Schedule volunteer safety orientation and what goes where training 	<ul style="list-style-type: none"> Set volunteer schedule for event day – coordinate short shifts with ample breaks so volunteers can enjoy event festivities Organize on-site volunteer teams to: <ul style="list-style-type: none"> Liaise with food vendors Set up and monitor on-site bins Pick up litter Schedule training session with the City Waste & Recycling Services for the volunteers 	<ul style="list-style-type: none"> Provide volunteers with the Waste & Recycling Pocket Guide Update volunteers on any site-specific safety hazards Provide volunteers with shirts, hats or a badge to identify them as educators Supervise volunteers in setting up waste stations according to site plan Designate a sheltered break area to offer volunteers reprieve from the elements 	<ul style="list-style-type: none"> Have volunteers monitor bins and contamination and move the stations if necessary Empty bins/replace bags when approximately 75% full to avoid heavy loads Ensure volunteers have adequate supplies and personal protective equipment (e.g., gloves, garbage pickers, hand sanitizer, water, food, first aid, etc.) Provide ongoing support & supervision throughout the day 	<ul style="list-style-type: none"> Share diversion rates with volunteers and acknowledge their efforts
Communications	<ul style="list-style-type: none"> Determine what signage and educational materials are required Communicate your goals as soon as possible – plan to continually communicate this through social media or other methods of communication 	<ul style="list-style-type: none"> Decide on the best way to receive material weights to calculate diversion rates throughout the event, if applicable – text messages work really well! Draft media release around greening of event and post this information on your website 		<ul style="list-style-type: none"> Ensure all educational materials and signage are available Plan your event day waste reduction messages 	<ul style="list-style-type: none"> Remind your audience on social media about your goal to reduce waste and how they can get involved 	<ul style="list-style-type: none"> Post all educational materials and signage Brief event MC(s) to remind attendees about their role in waste reduction and diversion Have MC share waste diversion results as they are calculated, if applicable 	<ul style="list-style-type: none"> Celebrate your success and identify any big wins Collate metrics and share with your audience/the community at large Apply for awards and/or prepare grant applications to continue improvements next year
Food donations	<ul style="list-style-type: none"> Research opportunities for donating surplus edible food, including contacting a food rescue organization 	<ul style="list-style-type: none"> Develop Surplus Food Donation Plan 	<ul style="list-style-type: none"> Confirm recipient for food donations 	<ul style="list-style-type: none"> Confirm a secure location for food donation storage and pickup 		<ul style="list-style-type: none"> Collect and donate surplus edible food according to Plan and AHS guidelines 	