

# Tips for Planning a Successful Green Event



S A I N T P A U L – R A M S E Y C O U N T Y P U B L I C H E A L T H

## 1. Provide recycling containers

For small events, consider using your own recycling cart/bin or a large cardboard box. If you need multiple bins or want to add organics recycling:

- Check if your [city or neighborhood District Council](#) has containers to borrow.
- Reserve them through Ramsey County by calling 651-266-1199.
- Pick up and drop off details will be given at time of reservation.

There is no charge to reserve event recycling and composting containers from Ramsey County, or participating cities and District Councils.

## 2. Consider creating “Waste Stations”

If you are collecting organics, it is helpful to reduce the number of trash option by directing people to “Waste Stations”. A waste station is an area where guests bring all their waste and separate it.

- One waste station is enough to serve 200 + people, unless the event area is spread out over a large area.
- A waste station includes a bin for bottles, cans and (if accepted) plastic cups, a bin for organics, and a bin for trash.
- Sometimes a bucket for liquids is also at a waste station to have guests pour out liquids to reduce the liquid weight of bags. You will need to supply your own bucket.

## 3. Know what can be recycled or composted

Not all recycling haulers accept the same materials, so check with your hauler before you reserve your containers and signs. For example, some accept plastic cups and some do not.

- If your recycling hauler accepts plastic cups, you can request “plastic cups” signs to attach to your recycling bins for bottles and cans.
- Use compostable plates, cups and utensils, so that most of the waste generated from your event can go in the organics recycling bin, making the sorting process easier for your guests.

If you are collecting organics for composting, find out what is accepted by the compost facility. If you are using Ramsey County’s organics recycling drop-off program, you will receive a brochure that includes a list of accepted items.

## 4. Signage is important

The tops of containers are labeled but there are also additional signs that can be attached to containers.

- Signs include pictures of example items, which can be especially helpful if you are collecting food and non-recyclable paper for composting.
- It may helpful to tape examples of items, from your event, on to the signs of each container, especially the organics recycling bin. (Ex: napkins, compostable plates, food scraps)
- See the [online reservation form](#) for the different types of signs available.

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## 5. Is the event inside or outside?

If your event is inside:

- You should reserve a base with the standard recycling and organics containers.
- Bases will help catch any spills if a bag leaks.

## 6. Recruit volunteers

At the waste stations, it is important to have volunteers assisting guests. Volunteers can help by:

- Instructing others on how to separate their waste.
- Changing bags if they become full.
- Using a pair of tongs or rubber gloves to pull out items that guests may accidentally place in the wrong container.

## 7. Plan for how waste from your event will be disposed

Be prepared to transport bags in a vehicle if the event facility does not collect recycling or organics for you. We recommend:

- Transporting them in a leak-proof container, like a plastic tub.
- Know where you will take your recycling. Remember that plastic bags are not recyclable. You must remove the cans and bottles from the plastic bags before recycling, or they will not be recycled. The bags can go in the trash.

## 8. Promote your efforts

- Remind your attendees that there will be recycling (and composting).
- If there are invitations that go out, remind guests you are trying to make your event less wasteful and to look for recycling bins at your event.
- Request stickers from Ramsey County for vendors and volunteers to wear that say “Recycle Your Food & Paper, Ask Me How”.