

Litter prevention checklist for events



Preparation

1 Appoint a waste collector

2 How many bins do we need, and what type?

- General waste
- Recycling - plastics
- Recycling - glass
- Other

3 What size of bins do we need?

4 Where will bins be located?

5 Do we need any specialist bins?

- Cigarette
- Gum
- Drinks cups
- Other

6 Where will waste be stored?

7 Will we use incentives?

8 Prepare pre-event litter prevention messaging.

At the event

1 Brief all staff and suppliers on:

- Bin locations
- Bin use
- Emptying procedures

2 Check bins are accessible and visible

3 Check bins are clearly signposted

4 Check bins are clearly labelled

5 Group different bin types together

6 Prepare and issue rota for checking bin fill levels and train event staff how to use them

Litter & waste prevention

1 Digital tickets

2 Online marketing, registration and programme information

3 Confirm catering suppliers will provide recyclable or compostable containers

4 Organise bulk and refillable containers

5 Organise reusable cups and containers

