INSERT EVENT LOGO / COMPANY LOGO HERE

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| **Events waste management plan for [Insert event name here]** | | |
| Name of event organiser |  | |
| Organisation |  | |
| Address |  | |
| Contact number/s |  | |
| Email |  | |
| **EVENT DETAILS** | | |
| Event date/s |  | |
| Event location |  | |
| Estimated number of attendees |  | |
| Event description |  | |
| Waste service providers | **Contractor** | **Service** |
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|  |  |
| **Waste Types** | | |
| What types of waste will be  gen- erated at your event? i.e. green waste, food waste, recyclable waste or general waste. Please list. |  | |
| How will each type of waste be managed? Provide details. |  | |
| How can waste types be minimised/avoided at your event? Provide details. |  | |

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| **Bin Types** | | | | |
| How many bins of each waste type are required? Consider bins for use by attendees, stallholders, contractors and event staff. | General  Quantity. | | Recycling Quantity. | Other  Quantity. |
| Where will the bins be placed onsite for each of these groups to use? Attach a site map indicating bin position- ing including front lift bins. |  | | | |
| What signage is required for the bins? i.e. Indicating bin location or use. |
| **Roles & Responsibilities** | | | | |
| **Event Contact Name** | | **Contact Number** | | **Waste Management Responsibility**  (i.e. Bin Monitors, Waste Collection ,  Clean-up Teams, Stallholder Waste, Contractor Waste) |
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| **Stallholders & Service Providers/Contractors** | | | | |
| What waste management services/ equipment do you require as a Stallholder? i.e small/large bin for food waste or oil. | |  | | |
| Will there be any types of packaging Items/ materials that are not permitted. i.e ban on plastic straws/ cutlery etc. | |  | | |
| **Collection & Disposal** | | | | |
| Once waste is emptied from event site, where will it be placed whilst waiting for disposal/collection? i.e large bins, compactors etc | |  | | |
| How and when will the waste be collected from the event site? | |  | | |