

Planning a Green Event

Tips for Success



► Provide recycling containers.

For small events, consider using your own recycling cart or a large cardboard box. If you need multiple bins or want to include food scraps collection:

- Check if your city or neighborhood district council has containers to borrow. Find contact information for your district council at [RamseyRecycles.com/EventRecycling](https://www.RamseyRecycles.com/EventRecycling) and click on the "Find a pick up location" button.
- Or 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 food scrap containers from Ramsey County, or participating cities and district councils.

► Consider creating "waste stations".

If you are collecting food scraps, it is helpful to reduce the number of trash options 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 is spread out over a large area.
- A waste station includes a container for recyclables, a container for food scraps and a container for trash.
- Sometimes a bucket for liquids is also at a waste station for guests to pour out liquids to reduce the liquid weight of bags. If you include this, you will need to supply your own bucket.



Thank you for including food scraps collection at your event! Use these green containers to collect food scraps, napkins and **BPI certified** compostable plates, cups and utensils.

+ Find additional ways you can green your event. Resources online at [RamseyRecycles.com/EventRecycling](https://www.RamseyRecycles.com/EventRecycling)

► Know what can be recycled or composted.

Check with your hauler about which recyclables are accepted or refer to [RamseyRecycles.com/GeneralRecycling](https://www.ramseyrecycles.com/GeneralRecycling).

If you are collecting food scraps, refer to [RamseyRecycles.com/FoodScraps](https://www.ramseyrecycles.com/FoodScraps) for a list of accepted items.

- You can recycle all cans, as well as plastic bottles and cups that are #1, #2 or #5.
- Foam cups (i.e., Styrofoam™) and paper cups are not recyclable.
- If you are collecting food scraps and other compostable items, understand that only **BPI certified** compostable plates, cups and utensils are acceptable. Use these products for your event to make it easy for your guests to sort. Check with your local retailer for options or search online. Find more information at [bpiworld.org](https://www.bpiworld.org).

► 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 scraps and nonrecyclable paper for composting.
- It may be helpful to tape examples of items from your event to the signs of each container, especially the food scraps bin (ex: BPI certified compostable plates and food scraps).
- See [RamseyRecycles.com/EventRecycling](https://www.ramseyrecycles.com/EventRecycling) for the different types of signs available.

► Is the event inside?

If your event is inside:

- Reserve a base with the standard recycling and food scraps containers.
- Bases will help catch any spills if a bag leaks.

► 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.

► Plan for how waste from your event will be disposed.

Be prepared to transport bags in a vehicle if the event facility will not collect recycling or food scraps for you. We recommend the following:

- Transport them in a leak-proof container, like a plastic tub.
- Know where you will take your recycling and food scraps.
- Remember that plastic bags for recyclables are not recyclable. You must remove the recyclables from the plastic bags before recycling, or they will not be recycled. The bags can go in the trash.
- The bags used for food scraps are compostable and therefore do not need to be separated from the contents inside.

► Promote your efforts.

Share the work you're doing to make your event more environmentally friendly. By promoting recycling and food scraps collection, you can help participants reduce waste.

- Remind your attendees that you are trying to make your event less wasteful and that there will be recycling and food scraps collections bins.
- Request stickers from Ramsey County for vendors and volunteers to wear that say, "Recycle Your Food & Paper, Ask Me How."

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