

## Tips for Planning a Successful Green Event

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 calling 651.266.1199.
  - Pick up of these items is available at Ramsey County's Environmental Health office: located at 2785 White Bear Avenue North in Maplewood.
  - Pick up and drop off ONLY between **8:00 AM and 3:30 PM, Monday - Friday.**

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".** It is helpful to reduce the number of trash options if you are collecting organics and direct people to "Waste Stations". A waste station is an area where guests bring all of 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.

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.

- 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.
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 on the signs examples of items from your event (actual chip bag, plastic cup, paper cup, napkin, etc. taped directly on sign) that can go in each bin, especially the organics recycling bin.

See the [online reservation form](#) for the different types of signs available.

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.

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.
- Borrow Ramsey County's french fry costume for someone to wear and grab people's attention. Let them know what is recyclable and compostable as they walk by.
- Request reminder stickers from Ramsey County's for vendors to wear.

