EVENT WASTE MANAGEMENT
STEP-BY-STEP GUIDE

PLANNING AN EVENT MEANS ALSO PLANNING FOR WASTE.
Be lekker, follow these steps to make sure that waste is dealt with responsibly!

1 Understand your event

Estimate:
- number of attendees
- type of event (food, drinks, etc.)
- duration
- location and layout

This tells you how much waste to expect.

2 Calculate your bin stations

Use the standard rule:
# of stations = attendees ÷100 (round up)

Each station = 3 x 240L bins (recyclables + non-recyclables + organics)

When in doubt, add more stations.

3 Use the standard 3-bin system

At every station, place 3 bins together:

recyclables *non-recyclables* *organics*

Always keep the 3 bins together (no single bins anywhere on site).

4 Plan your layout

Place stations where waste happens:
- food and drink areas
- entrances and exits
- high traffic zones
- seating areas

Bins must be easy to find, make sure they aren't hidden!

5 Print and place signage

Use the provided posters:
- put 'recyclables', 'non-recyclables', and 'organics' signage on adjacent bins
- keep signage consistent across all stations and in the same order from left to right
- ensure visibility from a distance

6 Set up a waste aggregation point

Create a central area for:
- collecting full bags
- temporary storage
- sorting waste (if needed)
- collection by service providers

Ensure access for staff and vehicles. Ensure it is not placed close to any food vendors or where you expect attendees to visit.

7 Assign roles to your team

Cleaning staff:
- monitor and empty bins
- replace bags
- keep areas clean

Vendors:
- use correct bins
- keep their area clean

Waste team (if applicable):
- manage aggregation point
- reduce contamination

8 Manage waste during the event

Keep control throughout:
- empty bins before they overflow
- move waste to aggregation point
- monitor problem areas
- adjust if needed

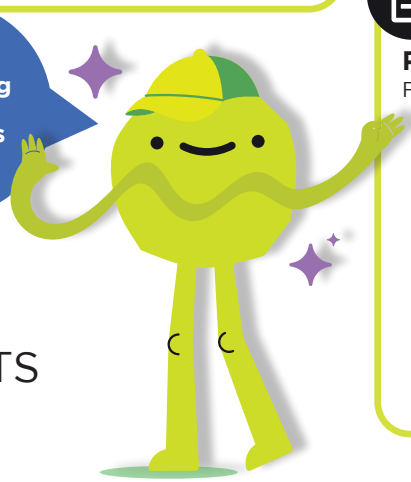
9 Clean up immediately after

Once the event ends:
- remove all waste from site
- clear all bins
- check surrounding areas for litter

10 Remove, track and report

Final step:
- ensure all waste is collected and reaches its final destination
- record how much waste was generated, recycled, composted and landfilled
- submit this information to your municipality
- note what worked and what to improve

Your responsibility continues until final disposal.



FOR MORE INFORMATION:
capewinelands.gov.za

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CLEAN STARTS **WITH ME**