Why Recycle at your Event?
Recycling is good for the environment, saves natural resources, conserves water and energy and it’s the law in Montgomery County. When properly designed, a recycling program can reduce the costs associated with trash collection and disposal. The next time you host or manage a special event in Montgomery County, don’t forget to provide the means for your participants, exhibitors and patrons to recycle. Here are some examples of special events where you will need to implement a recycling program:

- Church Picnics
- Concerts
- Fairs and Festivals
- Farmers’ Markets
- Golf Tournaments
- Outdoor Movie Nights
- Parades
- Running Races/Walk-a-thons
- Youth/Adult Soccer/Lacrosse Tournaments

Need Help?
The Montgomery County Division of Solid Waste Services’ Business Recycling SORRT (Smart Organizations Reduce and Recycle Tons) Program is ready to help you! We provide technical assistance, guidance and support for your recycling efforts. These services include:

- On-site consultation and technical assistance
- Development of site-specific recommendations
- Recycling and solid waste program design
- Maintenance services staff/employee training (including bilingual presentations)
- Educational materials such as posters, brochures and labels

This information is available in an alternate format by calling Gabriela Monzon-Reynolds at (240) 777-6400.

Recycling Spotlight: AT&T National Golf Tournament
In 2008, the Division of Solid Waste Services (DSWS) worked closely with the Tiger Woods Foundation providing assistance on setting up a recycling program for the AT&T National Golf Tournament held at Congressional Country Club in Bethesda. Staff from DSWS met with the event organizers and vendors to discuss the implementation of an event recycling program. Staff provided on-site recommendations, trained maintenance staff on recycling procedures and monitored recycling containers throughout the event. Event staff placed labeled recycling containers next to trash containers, in food service areas and heavily-traveled, high-traffic areas such as bathrooms, entrances/exits, etc. This increased recycling opportunities for both tournament staff and visitors and raised awareness of recycling efforts in Montgomery County.

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**Incorporate Recycling into your Special Event**

**In Five Easy Steps**

**Step 1: GET ORGANIZED**
- Determine the types of materials being generated that will need to be recycled at your event. Not all events will generate all of the mandatory materials previously listed. However, most events will generate large amounts of food and beverage containers such as aluminum cans, plastic bottles and cardboard boxes.
- Contact with a private recycling/refuse collection company if there are no recycling amenities available.
- Appoint a recycling coordinator for the event. The recycling coordinator should help design the recycling program, train volunteers, and work with vendors and exhibitors before, during and after the event. The recycling coordinator could also help monitor the waste and recycling containers during the event.

**Step 2: DETERMINE RECYCLING AND REFUSE COLLECTION LOGISTICS**
- Check with the venue to determine if they will offer recycling collection set-up for your event or if they can use their already existing recycling amenities.
- Contract with a private recycling/refuse collection company if there are no recycling amenities that can be used for the event. (Please note: the Montgomery County Division of Solid Waste Services does not provide recycling collection services for special events or businesses). When shopping around for recycling collection services ask important questions: How many recycling and refuse containers are necessary to service the event? Will you provide the recycling containers? Where will the container be delivered/picked-up? How much will this cost?
- You may also choose to transport (self-haul) your recyclable materials to a recycling facility, which will eliminate the need to contract for collection services. Organizers or volunteers may collect and transport the collected recyclable materials after the event.

**Step 3: CONTAINER LABELING, PLACEMENT AND EDUCATION**
- Label all recycling containers to indicate the appropriate materials to be placed inside for recycling (labels can be obtained through DSWS or through your collection company).
- Place recycling containers next to all trash containers to minimize contamination and maximize participation.
- Place recycling containers in heavily-traveled, high-traffic areas such as food service areas, bathrooms, entrances/exits, etc.
- Keep messages simple, concise and to the point. Make recycling noticeable to the patrons and exhibitors through posters, banners, labels, etc.
- Monitor recycling stations. Have your staff or volunteers monitor recycling stations at all times to avoid contamination.

**Step 4: HANDLING YOUR VENDORS AND CONCESSIONAIRES**
- Inform all vendors and exhibitors about the recycling program. You can do so when they register to attend the event. Take the time to remind them about the program and include a list of materials that can be recycled and how they can recycle. Create clear instructions for them to follow.

Montgomery County Division of Solid Waste Services
www.montgomerycountymd.gov/recycling  240-777-6400

**Mixed Paper, including:***
- Shredded Paper
- Corrugated Cardboard/Boxboard
- Newspapers/Inserts
- Magazines/Catalogs
- Telephone Directories/Paperback and Hardcover Books
- Unwanted Mail/Envelopes
- All Other Clean and Dry Paper

**Scrap Metal**
- Ferrous and Non-Ferrous Metal Items

**Commingled Containers, including:**
- Glass Bottles and Jars
- Aluminum Cans and Foil Products
- Bi-metal (Steel/Tin) Food and Beverage Cans
- Plastic Bottles, Containers, Jars, Tubs, Lids, Pails, Buckets, and Flower Pots

**Yard Trim**
- Grass, Leaves, Garden Trimmings and Brush

**Christmas Trees**
- **Planning Checklist and Guidelines for Implementing Recycling at Your Special Event**

**One Year Before:**
- Work with the County to ensure your event is in compliance with the County’s recycling regulations and programs
- Research and estimate the amount of waste you will generate
- Assign someone to serve as recycling coordinator

**Six Months:**
- Determine collection logistics
- Contact local waste/recycling collection companies and become familiar with their services
- Compare fees for services
- Research potential vendor resources
- Meet with vendors and contractors to discuss recycling
- Research opportunities to donate unused or unwanted items to local charitable organizations

**Two Months:**
- Confirm recycling/waste collection services with collection contractor; organize and plan collection and transportation of materials to self-hauling recyclable materials to a recycling facility
- Organize, educate and train volunteers
- Design and produce educational materials for the recycling program

**One Month:**
- Create vendor and concessionaire recycling policies and procedures
- Train event staff on recycling procedures

**One Week:**
- Ensure that recycling/waste collection company delivers the necessary containers or self-hauling recyclable materials to a recycling facility
- Implement recycling as soon as set-up begins, ensure exhibitors and vendors receive information pertaining to recycling and waste collection procedures
- Observe recycling practices of staff and vendors

**Day Prior:**
- Conduct training with all event staff, vendors and volunteers
- Distribute recycling processes to vendors
- Strategically place clearly labeled recycling and refuse containers around event site and ensure that recycling containers are placed next to all trash containers
- Confirm that your staff is aware of recycling policies

**Event Day:**
- Assign volunteers to monitor recycling and refuse collection containers
- Make sure and empty the containers when necessary to prevent overflow of containers
- Monitor all aspects of the recycling program
- Make notes of where improvements can be made

**Post-Event:**
- Obtain the weight of recyclable materials and refuse collected during the event from the waste/recycling collection company or obtain scale-house documentation of recyclable materials self-hauled to recycling facilities
- Reward the vendors and concessionaires that were the most exceptional
- Review program success and failures
- Start planning now for next year’s event

*Information adapted from recycleworks.org*