



**WASTE-WISE  
SCHOOL EVENT KIT**

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**ENVIRONMENT  
EDUCATION  
VICTORIA**

# INTRODUCTION

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This resource has been developed by Environment Education Victoria (EEV) in partnership with Wrigley Pacific. It is designed to be an additional module of the Oh My Garbage Resource Kit, to help schools and community groups plan and run waste wise events.

This kit is particularly useful for schools that are planning open days, fetes, sports carnivals, Kids Teaching Kids, Enviro Week or any large event where food is served. Every school is different so rather than being a step-by-step guide, we hope these ideas will inspire you to improve upon your current practices to make your events more sustainable, while you have some fun too!

Look out for a number of useful tips and links to the lesson plans in the Oh My Garbage Resource Kit.

# PLANNING YOUR EVENT

# OMG

Planning your event is the most important step in making sure it is fun, exciting and sustainable for everyone.



Many events are about enjoying and sharing the great work done in schools, but no-one wants to hurt our planet while doing it. This is why planning is so important.

When planning a Waste Wise Event you need to consider a lot of different possibilities that could change how you plan.

Things you need to consider include:

- What type of event are you holding?
- Who is likely to attend?
- What actions do you want to take to be waste-wise?
- Who will be responsible for what?

## What is a Waste Wise Event?

A waste wise event involves:

- Planning and implementing strategies to avoid waste.
- Minimising the use of non-reusable and non-recyclable catering products and packaging.
- A bin system that encourages and makes it easy for attendees, stallholders/exhibitors or any other participants to recycle and dispose of waste materials responsibly.

## Making it fun

Being sustainable doesn't always have to be serious business. If you're a group of secondary students organising a school event, or if you're just young at heart and like a bit of fun, check out <http://www.thefuntheory.com> to find out more about fun theory and think about how to apply it to your event.

# BEFORE THE EVENT

# OMG

## Take the pledge



Pledging works. The simple act of signing your name has a powerful positive effect on your actions.

An intention is one thing, action is another. The cause/effect is not always straightforward. When intention is backed up with a written pledge, the pledger is more likely to follow through with their promise.

Sharing what you are going to do at your event to be more waste-wise reinforces this. Shout out to your colleagues, friends and family that you're making your event (as a collective i.e your school and individually as an event organiser) waste-wise.

Now you've defined yourself as the kind of person or school who doesn't litter you have more reason to keep your promise.



For more information about other activities where taking the pledge has worked, visit:  
<http://knswb.org.au/our-programs/take-the-pledge/>

## Minimising packaging

Almost everything we buy comes in some form of packaging, but there are several simple strategies to minimise the amount of packaging we use everyday that can be applied to your event.

Think about the packaging you're using. As an event attendee ask yourself, does this cup need a lid? Does this item need a serviette? Do we need to have student packs filled with papers? Can I re-use it?

Also think about the material the packaging is made from. Ultimately the goal is to minimise packaging, but a lot of plastic and aluminium containers can be recycled.

If your packaging can't be recycled, think of alternatives such as paper cups instead of plastic cup.



### >SECONDARY STUDENT ACTIVITY

Lesson 1: It's the circle of life - Life cycle assessment from OMG! Oh My Garbage!

<http://eev.vic.edu.au/resources/omg-oh-my-garbage/>

# BEFORE THE EVENT CONT...

# OMG

## Positioning bin stations

Tips to maximise use of bins include placing bins:

- At event entry and exit points (so attendees see available options for disposal when they arrive).
- At accessible points that coincide with the movement of people.
- Away from where there are likely to be queues. Make sure bins are not in the way or obstructing movement or access.
- Place bins for the convenience of the user rather than just where the collector can effectively empty and service them.

### >TIP

Whoever is in charge of bins might like to draw a rough map of the event area showing where the bins should go.

## How many bins?

Its important to have the right amount of bins on hand for your event, particularly if you are planning to have food vendors. Below is a guide to calculating your bin numbers.

### Bin requirement estimate example:

50 – 100 people + 1 – 2 food stalls =  
5 recycling + 5 rubbish bins

100 – 200 people + 5 food stalls =  
8 recycling + 8 rubbish bins

200-400 people + 10 food stalls =  
12 recycling + 12 rubbish bins

## Case study:

### “Wash Against Waste” trailer

A local trailer powered by solar PV with solar hot water washing facilities enables events to dramatically reduce the waste they produce. Available in the Mt Alexander Shire of Victoria, the trailer includes quality cutlery and crockery for up to 250 people.

For more information on the trailer and its hire contact Anna at MASG on 5470 6978 or E-Mail [admin@masg.org.au](mailto:admin@masg.org.au)

Contact your local council waste officer to see if they have any facilities similar to this or bin caps to help you be waste wise.



### >TIP

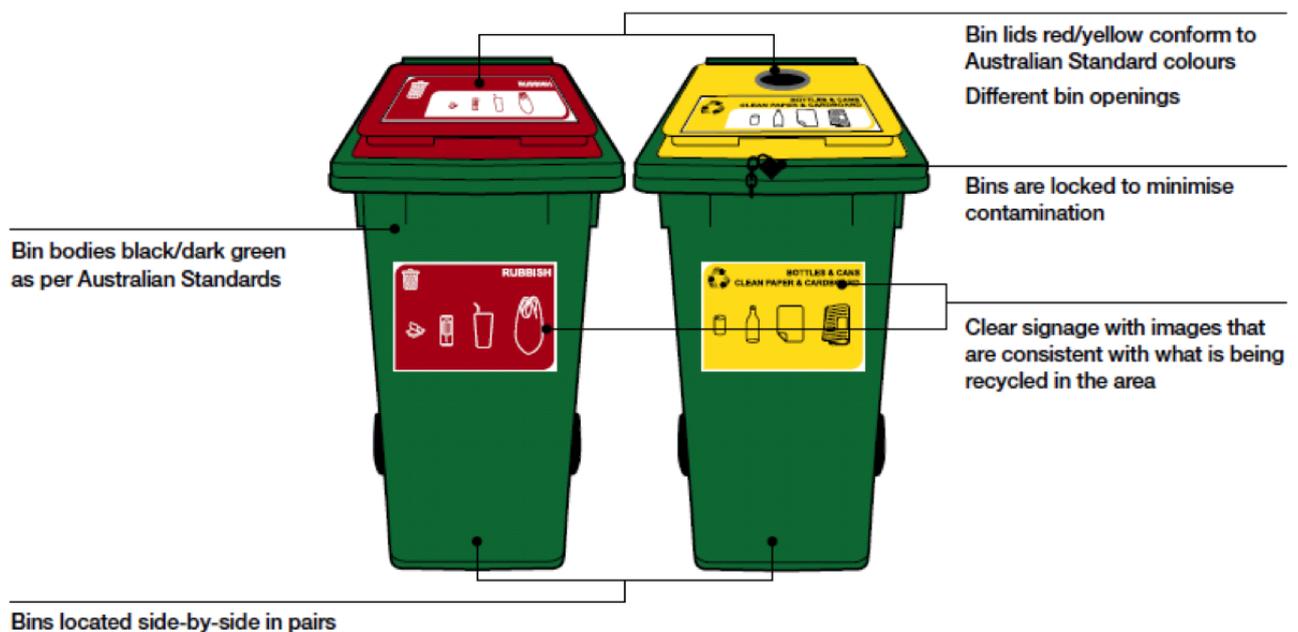
Why not see what else is available? Can your organising committee come up with other plans to reduce the use of plastic and paper cups? E.g. ask all participants to bring along their own water bottle, Keep Cup or similar or make it a NUDE FOOD event.

# BEFORE THE EVENT CONT...

# OMG

## Two-bin recycling system and signage

### Two-bin mobile system



- Public Places Recycling Guidelines 2008, Sustainability Victoria [Download signage here.](#)

## Funky signage?

If the recommended signage system above is a bit boring and likely to turn young people off recycling, why not talk to your art or graphic design teacher to see if they could turn it into a Graphic Design/Communications project to funk the signage up a bit. It is best to stick with the standard colours of red and yellow (somewhere in your signage).

### >TIP

If you're already including landfill and recycling bins at your event, why not add a compostable bin.



# BEFORE THE EVENT CONT...

# OMG

## Final planning before the event

Have someone on your team draw a site plan showing public bin locations and service areas. Provide a copy to all event coordinators and waste contractors. Ensure a copy is provided to whoever is responsible for delivering the bins and to the volunteers involved in placing the bins according to the site plan.

Ensure all public bin locations have the same two bin system (or more if you have included a compostable bin). One yellow-lid bin for recycling and the other for non-recyclable and compostable general rubbish. Recycling will be maximised if visitors face identical choices at each location. You can still have your funky signs though, just keep the colours consistent.

Coordinate Green Team volunteers in shifts to be around to help people to 'bin it right' on the day. Ensure they all wear the same colour t-shirt so they are easily identified. Maybe a group of students can design a really cool t-shirt as part of a design/art unit of work/lesson.



# DURING THE EVENT

# AFTER THE EVENT



## On the day...

Whoever likes the idea of being a loud speaker announcer can take on the role of making announcements about the locations and correct use of the bins.



Your friendly Green Team (wearing their distinct t-shirts) should have an active presence throughout the event.

The Green Teams should be happy, friendly and pro-active, and have some spot prizes to hand out to people they see 'binning it right.'

### >TIP

Include waste wise messages on your event maps, posters and promotional materials.

## After everyone has left the event...

The Green Team should check any remaining recyclables and rubbish are collected and transported to the correct destination. This includes litter from the ground, left behind by any stalls/stands in the front area and all bins are moved to the service area.



Once bins are emptied, make sure you collect and return bins and bin caps as pre-arranged with your waste contractor or local council. Try to ensure that the bin caps and bins remain with each other.

Don't forget to celebrate all your successes!

### >TIP

Complete some visual audits to see if bin stations have been used correctly. Take photographs and make some notes on the quantity and type of contamination, so you can see what worked well and what could be done better next time. This will help you plan for an even more sustainable event in the future!

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## Check out these successful waste-wise school events

Durrumbul Primary School hosted the Brunswick Valley Small Schools Cross Country Carnival in 2010. Read all about the event and how a Waste Wise Management Plan helped them divert 78% of their waste from landfill. ([PDF](#))

The Fox St Pre-School Carnival is held every year as a major fundraiser for the pre-school. Read about how they managed to raise over \$4,000 and keep recyclable contamination under 2%. ([PDF](#))

Calare Primary School have developed a three point plan to meet their commitment to becoming a zero waste school. Interestingly, the same principles can apply to a normal day just as they would for a major event. Read about their No Waste Wednesday. ([Website](#))



## Green up your packaging

Supplier	Contact Details	Products available
Detpak	Tel: (03) 9562 6663 <a href="http://www.detpak.com">www.detpak.com</a>	Recycled paper food bags, carry bags, cup trays and cake cartons. Plantation fibre cups, plates, bowls, food cartons, clam shells, chip boxes and food pails.
Greenmark	Tel: (03) 9706 4535 <a href="http://www.greenmarkpack.com.au">www.greenmarkpack.com.au</a>	Recyclable and biodegradable plantation fibre cups, plates, cutlery, take-away containers and cup trays.
Go Green World	E-Mail: <a href="mailto:info@gogreenworld.com.au">info@gogreenworld.com.au</a> <a href="http://www.gogreenworld.com.au">www.gogreenworld.com.au</a>	Biodegradable plantation fibre cups, plates, bowls, cutlery, take-away containers, plastic bags and napkins.

## Other event toolkits

Organisation	Website
Environment Protection Agency (New South Wales)	<a href="#">Guide (PDF)</a> <a href="#">Flowchart (PDF)</a>
Mindarie Regional Council (WA)	<a href="#">Community Event Guide (PDF)</a>
Northcote Town Hall (Vic)	<a href="#">Full Toolkit (PDF)</a>
North East Waste Forum (NSW)	<a href="#">Waste Management Plan (PDF)</a>
<a href="#">Sustainability Victoria</a>	<a href="#">Resource Smart Waste Module (PDF)</a>
Environment Protection Agency (United States)	<a href="#">Waste in Schools (PDF)</a>



## Contact

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