



CITY OF  
**FAYETTEVILLE**  
ARKANSAS



## Event Recycling Guidelines and Tips:

The City of Fayetteville hosts many different festivals and events each year. Some — like Bikes, Blues and BBQ — are very large while others are very small, but they all have one thing in common: they all produce waste. Handling the waste correctly is very important and the Recycling & Trash Collection Division would like to see waste diverted from the landfill whenever possible. The City’s goal is that event attendees will come to expect standardized recycling services at special events and festivals in Fayetteville. Below are some tips to help make your event low- or no-waste.

## To Do Checklist:

### Prior to the Event - Preventing Waste

- Make a waste diversion plan (including mapping locations for waste stations, determining who will coordinate and implement the recycling efforts, how materials will be monitored, sorted, and transported, etc.)
- Limit the number of giveaways (i.e. paper flyers, free samples)
- Make sure all items purchased for the event are reusable, recyclable, or even compostable
- Work with food vendors to encourage less waste — suggest that they:
  - offer finger foods to use fewer utensils
  - replace plastic bowls with bread bowls (for soup/chili) or compostable bowls
  - use cones or compostable cups for ice cream
  - consider serving foods that don’t require plates
  - serve drinks that come in recyclable containers
  - purchase bulk products vs. individually packaged condiments, utensils and drinking straws
  - reserve lids, straws and napkins as “by request” items
- Contact our Waste Reduction Coordinator at **(479) 718-7685** to arrange for pick-up of our loaner Clearstream recycling stands for collection of source separated recyclables.



## During the Event - Maximize Collection and Reduce Contamination

- Make recycling stations highly visible (i.e. balloons, signs/flags on tall pole, etc.) and in convenient locations (such as where people buy and eat food)
- Use the buddy system — recycling and trash containers should always be grouped together with clear, large and simply worded signage (with pictures even better)
- Limit the number of recycling/waste stations for easier monitoring
- Use clear plastic bags as liners for recycling bins for easy identification and removal of contamination (trash)
- Place a few empty plastic bottles and cans in recycling containers at the beginning of the event for further visual aid
- Staff recycling/waste stations at all times, if possible, otherwise assign someone to check each station frequently

## After the Event - Recycle Something!

- Bring your recyclables directly to the City of Fayetteville's Recycling & Trash Collection Division facility at **1560 S. Happy Hollow Road (8am-5pm M-F, go to office)**, or to one of the City's recycling drop-off centers:
  - **1420 S. Happy Hollow Rd (24/7)**
  - **735 North Street (6am-5pm M, Tu, W, F, Sa / 6am-7pm Th / closed on Su)**
- Determine your success rate by looking at the amount of waste diverted from the landfill. Calculate your diversion rate using the following formula:



$$\text{Diversion rate} = \frac{\text{Amount recycled}}{(\text{Amount recycled} + \text{Amount disposed})}$$