

Event Recycling Guide

Before your event:

- **Determine how many containers and bags you need.** Generally, you should place a recycling container next to every garbage can at your event. People are much more likely to recycle when they don't have to go to extra effort. If that is not possible, locate recycling containers in high-traffic areas and wherever food and/or beverages are sold. Also take into account the duration of your event (the longer the event, the more bags you'll need), the expected attendance, the type and number of vendors, and the kinds of materials that will be generated (e.g., aluminum cans, plastic bottles, glass bottles, etc.). Be sure to use only heavy-duty, transparent, 45- to 55-gallon bags.
- **Reserve your containers** from the City of Sioux Falls Environmental Division (605-367-8187) well in advance of your event to ensure availability. If your event will be outdoors, be sure to request tent stakes to secure containers against our South Dakota winds!
- **Determine your method of recycling.** Which waste hauler will be collecting recyclables from your event? Also consider where you will be disposing of the filled bags of recyclables. The Household Hazardous Waste Facility and the Environmental Center will **NOT** accept your recyclables.
- **Set some recycling goals and plan to track your success!** Goals are usually expressed as a recycling percentage—what percent of the total material discarded at your event was recycled? Even if you use an informal measurement—say you collect about three bags of recyclables and three bags of garbage—you will be able to celebrate your efforts and announce a recycling rate for your event (in this example, 50 percent).
- **Ensure that you and your vendors use recyclable containers—** In order to recycle, attendees at your event need recyclable containers! Or better yet, use non-disposable, reusable containers.
- **Decide who will be in charge of recycling at your event.** Responsibilities include:
 - Picking up and returning recycling containers from the Environmental Center (1017 East Chambers Street, Sioux Falls).
 - Recruiting and training staff or volunteers. (Some civic or youth groups may volunteer in exchange for recycling proceeds.)
 - Setting up the containers and emptying and replacing bags as they fill.
 - Educating your attendees about proper recycling.
 - Tracking your recycling rate.
- **Plan to promote recycling at your event.** How will you emphasize the importance of recycling to attendees? Create signs and/or banners showing both where to recycle and what materials are accepted. Mention your recycling campaign in press releases or other event communications.

For more information, or to reserve containers for your event, contact the City of Sioux Falls Public Works Environmental Division at 605-367-8187

During your event:

- **For outdoor events**, orient recycling containers downwind of garbage containers and secure them with tent stakes (also available for loan).
- **Train event staff/volunteers** to properly construct the containers and secure the bags.
- **Seed the recycling containers** by adding a few cans or bottles before the event begins. This visual cue is remarkably effective for ensuring attendees put only recyclables in the recycling containers. This is why you should use only transparent bags.
- **Periodically remind attendees to recycle** over the P.A. system, if available.
- **Remove recycling bags when they are two-thirds full.** This will allow you to close and tie the bags easily.
- **Wipe lids clean** with a rag as necessary.
- **Keep a recycling log**—this will be helpful not only in determining your event’s recycling rate, but also in planning for your next event. Did you have enough containers? Bags? Volunteers?

After your event:

- **Transfer all remaining recyclables to the central container or location and take down event recycling containers.**
- **Wipe clean all lids and frames.**
- **Calculate (or estimate) your recycling rate. Announce it to your staff, attendees, City Environmental Division staff, and the world!**
- **Return all loaned containers and materials to the Environmental Center** (1017 East Chambers Street, Sioux Falls). The Household Hazardous Waste Facility and the Environmental Center will **NOT** accept your recyclables! Recycling collection must be coordinated with the event’s waste hauler.
- **Celebrate your successful event and recycling campaign!**

For more information, or to reserve containers for your event, contact the City of Sioux Falls Public Works Environmental Division at 605-367-8187

Step by Step Instructions

5 minutes now will
save hours later!

Make copies of these set up instructions to hand out to your crew!

Instructions also available in Spanish at www.clearstreamrecycler.com/knowledgebase.htm

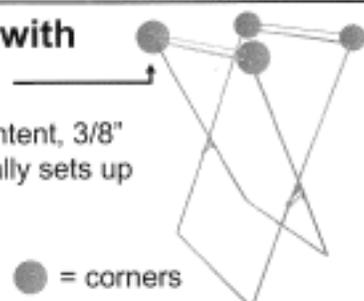
1 Apply 2 Decals In Advance

Use the "Bead Line"
and window cleaner for
a perfect job.

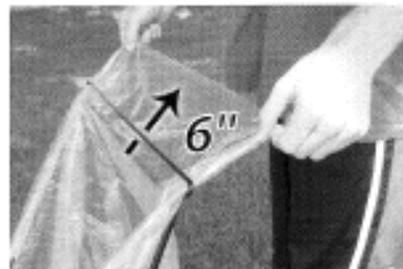


2 Open Frame with Loops on Top

The 80% recycled content, 3/8"
thick steel frame literally sets up
in seconds.



3 How to Lock the Bag to the Frame



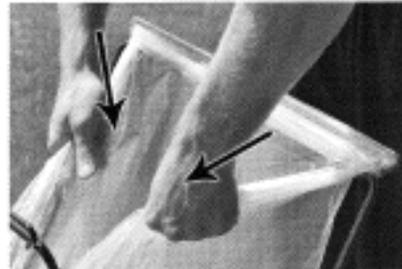
PULL THROUGH

Work from inside to outside.
Using two hands pull top edge
of bag through the loop toward
you approximately 6".



PUSH OVER

Still using two hands, push
the top edge of the bag over
the loop approximately 6",
catching the corners.



TIGHTEN

Now, grasp both sides of the
bag. Pull down and in to tighten
bag around the corners.
Repeat on the other side.

4 Snap the Lid to Frame

The lid has 4
hidden clips
which snap it
securely to
the frame.



You're Done!

Train Staff to Center Bag

Give every-
one a turn to
center the
printing and
lock a bag to
the frame.



Change Out Bags

When 2/3 full,
release the
bag lock and
slide the full
bag through
the side of the
frame. Knot the
bag to secure contents.



Both English and Spanish video instructions are available on YouTube
at youtube.com/recyclingtips, and in our in depth online knowledge-
base at www.clearstreamrecycler.com/knowledgebase.htm