

# Special event recycling



Your guide to a more environmentally friendly event



Reserve our special event recycling containers to make your event more sustainable.

# Steps to success

Events, fairs, parades and other special events bring communities together. Unfortunately, these events can also generate a lot of waste. With planning and support from the City of Everett, you can put together an event that is more environmentally friendly.



## 1 Reserve event containers

The City of Everett loans FREE recycle, compost and trash containers for special events. These containers are color-coded steel frames with lids that hold 45-gallon recycle, compost and trash bags (bags provided). The lids have restricted openings to help attendees easily sort materials at waste stations. Use of these containers at your event can increase recycling and food diversion rates, reduce your trash disposal expenses and enhance your reputation in the community.

Containers must be reserved in advance and are available on a first come, first serve basis. If the containers are damaged or missing parts upon return, the borrower will be responsible for the replacement cost.

For more information or to reserve containers, contact the recycling coordinator at **425-257-7205** or [recycle@everettwa.gov](mailto:recycle@everettwa.gov) or complete and return our [container loan agreement](#).

## 2 Arrange hauling services

If your venue or event space requires that you remove the items you collect from the premises, arrange for hauling services. Rubatino Refuse Removal (**425-259-0044**) provides services for zip codes 98201, 98203 and 98204. Waste Management Northwest (**800-592-9995**) provides services for the remaining areas in City limits.

## 3 Ask for volunteers

Make sustainability a priority for your event and ask for volunteers to help monitor waste stations. If you have a large event and need additional help, reach out to the recycling coordinator at **425-257-7205** or [recycle@everettwa.gov](mailto:recycle@everettwa.gov) to be connected with groups who may be willing to help.

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## Promote your event

Incorporate your sustainability goals into your event promotions to attract attendees and increase environmental awareness.

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## Pick up event containers

Arrange for someone to pick up your reserved containers and bags in advance of your event. Note that containers may only be picked up between 7:30 a.m. - 4:00 p.m., Monday - Friday.

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## Engage your event volunteers

Assign a volunteer to take the lead on garbage, recycling, and trash collection. Tasks may include setting up waste stations, checking in with vendors, assisting attendees with sorting or keeping track of the quantity of materials collected.

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## Set up for success

Place recycling and/or compost containers next to trash containers to maximize waste diversion and reduce contamination. Identify any items provided at the event that might cause confusion and ask volunteers to keep an eye out for them.

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## Measure & share your impact

Count the number of recycling and compost bags used and calculate an estimate of your waste diversion. Consider sharing this information to event attendees on social media or through email.

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## Return containers & event report

Containers should be returned to the pickup location within 3 business days. When returning materials, please include a completed event report to share your event success.

**For more information, visit [everettwa.gov/recycling](http://everettwa.gov/recycling) or contact the recycling coordinator at 425-257-7205 or [recycle@everettwa.gov](mailto:recycle@everettwa.gov)**

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