




## Marathon County Solid Waste Department

172900 Hwy 29  
Ringle, WI 54471

Director:	715-573-3165
Operations Manager:	715-551-5864
Administrative Office:	715-446-3101 X100
Scale	715-446-3101 X103
Solid Waste & Recycling Info Line	877-270-3989 toll-free

[marathoncountysolidwaste.org](http://marathoncountysolidwaste.org)

 [marathoncountysolidwaste](https://www.facebook.com/marathoncountysolidwaste)

Dear Event Coordinator/Planner:

Providing opportunities for recycling at events can be simple but requires some planning and coordination to be most successful. We are happy to support your recycling services.

The following suggestions will aid you in ensuring recycling will not only be available to event-goers but will also reduce contamination of recyclables and increase recycling compliance.

1. Know what type of recyclables your event will likely produce.
  - a. For instance, will beverages be served in glass bottles or dispensed into cups?
  - b. How many food/beverage vendors will there be?

This information is critical in evaluating how many recycling bins are needed and how many bags for those bins are necessary to meet demand.

2. Advertise/announce that your event recycles! This will alert event-goers that they should look for the bins!
3. Ensure your waste hauler is able to accommodate the pick-up of collected recyclable materials.
  - a. Call your hauler and let them know that you will be collecting recyclables and will need them to assist.
  - b. If your hauler is unable to accommodate your request for recycling services, seek out other haulers who can ensure the success of your recycling program.
  - c. If you need a list of regional haulers, please contact us.
4. Train volunteers.
  - a. Make sure that volunteers know how to secure the bags to the bins.
  - b. Have enough volunteers who can remove full bags as soon as they are full.
  - c. Volunteers should also know where to take full bags, so a dumpster should be conveniently located.

On larger venues, several dumpsters may be necessary.

5. If possible, place a recycling container right next to every waste bin. Be sure there are plenty of waste/recycling bins near food/beverage service areas.
6. When placing new bags in bins, always place "seed" recyclables in the bags.
  - a. Placing a few recyclable containers at the bottom of the clear bags will help event goers see that the bins are for recycling and are not waste containers.

If you have any questions about event recycling and these tips, please feel free to contact us on our Solid Waste & Recycling Information Line at: 877-270-3989 (toll-free).

Best wishes for a successful event!