



# WASTE REDUCTION AND DIVERSION PRE-EVENT WORKSHEET

(Due prior to the event)

Name of event: \_\_\_\_\_

Event date(s): \_\_\_\_\_ Estimated # of attendees, including staff: \_\_\_\_\_

Event location: \_\_\_\_\_

Brief description of event: \_\_\_\_\_

Contact name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company address: \_\_\_\_\_ Phone: \_\_\_\_\_

Materials that will be generated:

- Beverage containers     Food Waste     Food soiled containers     Paper     Packaging
- Organic waste     Other: \_\_\_\_\_

Materials targeted for recycling:

- Cardboard     Paper     Glass     Aluminum     Steel cans     Plastic bottles
- Film plastic     Other: \_\_\_\_\_

Other planned waste reduction practices:

- Food donation (i.e. Food Finders)     Compost     Buy in bulk     Re-use (e.g. linens, flatware)

Education and outreach information to promote waste diversion (i.e. event program and vendor packets, press release, signage, etc.)

Will recyclables be collected separately from trash?  Yes     No, explain: \_\_\_\_\_

Name of trash hauler: \_\_\_\_\_ Name of recycler: \_\_\_\_\_

On-site equipment:

- Small trash bins for collection. Quantity \_\_\_\_\_
- Small recycle bins for collection. Quantity \_\_\_\_\_
- 3-4 yard dumpsters. Quantity \_\_\_\_\_
- 40 yard roll-off. Quantity \_\_\_\_\_
- Other (e.g. compactor, baler, etc.) \_\_\_\_\_

Please note that weight tickets from your haulers will be required for verification with the Post-Event worksheet.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prior to the event, please return completed form to:

**Elisa Calderon | Recycling Specialist**  
 Environmental Services Bureau  
 2929 East Willow Street | Long Beach, CA 90806  
 Tel: 562-570-4695 | Fax: 562-570-2861  
 Email: [Elisa.Calderon@longbeach.gov](mailto:Elisa.Calderon@longbeach.gov)



# WASTE REDUCTION AND DIVERSION POST-EVENT WORKSHEET

(Due 30 days after the event)

Name of event: \_\_\_\_\_

Event date(s): \_\_\_\_\_ Number of attendees, including staff: \_\_\_\_\_

Event location: \_\_\_\_\_

Brief description of event: \_\_\_\_\_

Contact name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company address: \_\_\_\_\_ Phone: \_\_\_\_\_

Co-mingled materials collected:

- Cardboard     Paper     Glass     Aluminum     Steel cans     Plastic bottles  
 Film plastic     Other: \_\_\_\_\_

Total weight recycled: \_\_\_\_\_

Total weight disposed: \_\_\_\_\_

Total weight collected: \_\_\_\_\_

Other waste reduction practices:

- Food donation (i.e. Food Finders)     Compost     Buy in bulk     Re-used: \_\_\_\_\_

Other comments:

\_\_\_\_\_  
\_\_\_\_\_

Please provide copies of weight tickets from hauler and recycler.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Within 30 day of the event, please return completed form to:

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Environmental Services Bureau  
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