



# 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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