

## Material Management Plan Template

	<b>Answers/Information</b>
<b>Event Name:</b>	
<b>Location:</b>	
<b>Date(s):</b>	
<b>Est. Attendance:</b>	
<b># of Food Vendors:</b>	
<b>Other food being served:</b>	
<b>Organization:</b>	
<b>Contact Name:</b>	
<b>Contact Phone:</b>	
<b>Contact Email:</b>	
<b>Sustainability Goal for Event:</b>	
Examples: - Achieve 25% diversion by collecting recycling at event - Achieve 50% diversion by collecting recycling and compost at event - Will produce a Zero Waste event with at least 80% diversion rate	<b>Enter your event goal(s) here</b>
<b>Plan by Material Type</b>	<b>Answers/Information</b>
<b>Collection of Trash</b>	
Will you collect items for landfill at the event? (yes or no)	
Name of collection company (hauler)	
Materials being collected for landfill (i.e. styrofoam, single serve snack packaging, juice boxes and packets, plastic table coverings, plastic bags, etc.)	
Number of collection containers for attendee use (please pair with recycling and/or compost containers)	
Who will collect full bags from attendee collection containers?	
Number of debris bins (dumpsters) to hold materials	
Size of debris bins (i.e. 20 yards, 40 yards, etc.) - This information can be obtained from the hauler providing the bins.	
<b>Collection of Litter</b>	
<b>Please note: All litter must be collected and removed from event areas prior to departure.</b>	
Who will handle pick-up of litter at event (service provider)?	
Will the litter be sorted to remove recyclable and/or compostable materials? (yes or no) If yes, who will sort materials?	
<b>Collection of Recycling</b>	
Will you collect items for recycling at the event? (yes or no)	
Name of collection company (hauler)	

Please submit completed forms via email to: [greenevents@sanjoseca.gov](mailto:greenevents@sanjoseca.gov)  
 or via fax to 408-292-6212, Attn: Zero Waste Event Team  
 Questions? Please call Janice Sitton at 408-975-2522

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Materials being collected for recycling (i.e. plastics, glass, metal, paper, cardboard, plastic film, etc.)	
Number of collection containers for attendee use (please pair with trash cans)	
Will you use "what goes where" signs with recycling containers? (contact ESD for event recycling signs if needed)	
Who will collect full bags from attendee collection containers?	
Number of debris bins (dumpsters) to hold materials	
Size of debris bins (i.e. 20 yards, 40 yards, etc.) - This information can be obtained from the hauler providing the bins.	
Will you collect greywater? (required for food vendor use) If yes, please note service provider	
Will you collect oil & grease for recycling? If yes, please note service provider	
Will you collect charcoal for recycling? If yes, please note service provider	
<b>Collection of Compost</b>	
Will you collect items for composting at the event? (yes or no)	
Name of collection company (hauler)	
Materials being collected for composting (please list) (i.e. food scraps, paper towels, soiled paper plates, paper cups, compostable utensils, PLA compostable food serviceware, etc.) <b>Please note: Compostable PLA products and utensils must meet ASTM6400 standard. Contact ESD for more information.</b>	
Are food vendors required to use compostable products or preferred products for a zero waste event (contact ESD for details)?	
Number of collection containers for attendee use (please pair with trash & recycling containers)	
Will you use "what goes where" signs with compost containers? (contact ESD for event signs if needed)	
Who will collect full bags from attendee collection containers? (list group responsible for collection)	
Number of debris bins (dumpsters) to hold materials	
Size of debris bins (i.e. 20 yards, 40 yards, etc.) - This information can be obtained from the hauler providing the bins.	
Will your event utilize eco-station volunteers to help attendees get materials into the right container?	

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Will your event utilize sorters to remove contaminants from the compost? (compost must have less than 10% contamination, or it will be redirected to landfill/waste)	
<b>Reduction, Prevention &amp; Reuse</b>	
Will you promote a "Bring Your Own" or "Leave No Trace" event? (yes or no)	
Will you ban the use of Styrofoam at your event? (yes or no)	
Will you use real linens and/or china instead of single use table coverings and food service ware? (yes or no)	
Will you use online promotion instead of printed outreach materials? (yes or no)	
Will you use paper with 30% post-consumer recycled content for any printing needs? (yes or no)	
Will you print banners without dates so they can be reused? (yes or no)	
Will you reuse or donate materials used for décor?	
Will you serve finger foods to reduce use of single use utensils? (yes or no)	
Will you limit goodie bags or the amount and/or type of materials included in the goodie bag?	
Will you purchase or borrow supplies from second hand sources? (yes or no) If yes, please list	
Please feel free to list/include additional reduction, prevention & reuse items here	
<b>Additional Actions for Sustainability</b>	
In addition to waste reduction, prevention, recycling and compost collections, events can also select more sustainable options in each of the areas noted below. If your material management plan incorporates additional work in these areas, please make a note of your plans for each area below.	
Food & Beverage (i.e. use of local or organic foods, serving in bulk instead of boxed lunches, etc.)	
Energy Conservation (i.e. use of solar or biodiesel for power needs)	
Water Conservation (i.e. serving bulk instead of bottled water, collecting extra water for reuse, etc.)	
Environmentally friendly transportation options	
Carbon offsets (i.e. partnering with organization to calculate and offset carbon footprint of the event)	

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