



Horry County Solid Waste Authority SPECIAL EVENT RECYCLING GENERAL GUIDELINES

Recycling in Horry County occurs at home, at work and at school. But it doesn't stop there. The Horry County Solid Waste Authority (SWA) also offers recycling at public events. The SWA Special Event Recycling Program (SERP) contains recycling containers to fit your needs. Incorporating recycling into your event requires some proactive planning, but by targeting your materials and knowing your recycling options, you CAN have an easy to manage recycling program at your special event. Recycling may help reduce waste, enhance your public image and keep your event clean. Special events are those places where people can go participate in organized fun! Ranging in size from small gatherings to multi-day events that attract hundreds or thousands of people, events can generate a large amount of waste. Because events are typically held in moderately controlled environments, there is a great opportunity to recover significant amounts of waste for recycling.

The SERP is available for special events within Horry County, South Carolina and may be reserved by calling (843) 347-1651. Reservations are on a first-come, first-serve basis. The SERP lease is not guaranteed until a completed Request Form has been completed and approved.

Equipment and Usage Guidelines

The SERP consists of 15 square recycling containers with 15 compatible lids for collecting bottles and cans. Each recycling container is clearly labeled for "recycling."

- SWA representatives will deliver the event recycling containers to the location listed on the Request Form and Compliance Agreement. Event staff must be available to meet the SWA representative at that time to receive and distribute the containers at the event. SWA is not responsible for distribution or set-up of the recycling containers at the event.
- The material to be recycled is limited to bottles and cans.
- Event staff is responsible for set-up and management of the recycling containers before, during and after the named event.
- Event staff is responsible for collection of recyclables during the event and preventing contamination from individual recycling containers.
- After the event, all SWA equipment borrowed must be brought to the location listed on the Request Form and Compliance Agreement and be in good, clean condition for pick-up by SWA representatives.

Special Event Recycling Success

Tips for Recycling Success

- Place trash receptacles and recycling containers side-by-side in high traffic areas or other areas where trash is generated. Ideally, recycling containers should NOT be far from the trash receptacles to make it convenient for guests.
- Set an example to your guests using your event staff. Make sure all event staff is aware of the recycling containers and will utilize the containers themselves.
- Make sure trash receptacles look different than recycling containers.
- Routinely monitor the recycling containers and remove trash, this serves to minimize contamination. Otherwise, once a recycling container gets contaminated, it can quickly fill up with more trash because people may disregard labels and look what is inside the container to see what should go in.
- Empty the recycling containers as needed throughout the event. If the recycling containers are full, guests will likely use the trash receptacle.

Promote Recycling During Event

- Advertise in your event program that recycling is available
- Identify on site maps the location of recycling
- Show event staff and volunteers where the recycling containers are so they can tell the public
- Place signs that say “Please Recycle” at food vendor booths
- Supply vendors with recycling bins at their booths, if possible

Proactive Tips to Reduce Event Waste

- Print only the quantity of programs needed, recycle the excess
- Use signs and decorations that are durable to be reused for the next event
- Ask food vendors to sell beverages in aluminum cans and/or plastic bottles rather than disposable cups
- Ask food vendors to hand out cutlery by request and serve condiments (ketchup, mustard, salt and pepper) in bulk rather than single-serve packets.
- Typically, vendors produce cardboard waste. Designate collection points for cardboard waste. Ask vendors to empty and flatten cardboard, then place it at designated collection points (behind-the-scenes) for event staff/volunteers to pick-up and recycle
- Donate unspoiled and non-perishable food items to local food banks/community kitchens

Recruit “Green” Volunteers

- Solicit volunteers and include a category for “environmental services” or “green team” to assist with the recycling program, host a training session
- Invite environmental students from your local high school or college to be volunteers
- Use volunteers to design signs and setup containers
- Have volunteers monitor recycling containers during the peak event times
- Instruct volunteers to watch for material overflow and contamination