



SITE PLANNING TIPS

How to help waste management companies achieve maximise recycling rates on your festival site

The purpose of this document	To provide understanding and guidance for conversations and site mapping at an early stage, when it is most important.
Who it is for	Waste Lead and those developing and mapping the site layout.
How to use it	Read through this document, share with anyone relevant and plan the site accordingly. Check in with your waste contractor as part of the site planning process.

As part of developing this toolkit, we spoke to a focus group of waste management suppliers to tell us what they need from festival organisers to increase recycling. This document is the result of those conversations.

KEY SITE PLANNING CONSIDERATIONS FOR SUCCESSFUL RECYCLING

To achieve higher recycling rates, the key considerations are:

- **Segregating non-contaminated waste in all areas**

 - using a multi-bin system (more than just two bins), including specific food waste bins to reduce contamination of recycling.
- **Providing waste management companies with adequate access**

 - it sounds basic, but it's really important: Make sure your site plans consider how back-of-house and busy areas can be accessed and that there is space to sort waste.
- **Successfully communicating waste reduction and recycling aims with everyone onsite.**



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Overall site-planning considerations

In order for waste management companies to get around the site and service the bin sets, consider these things at the site planning phase. It may sound obvious, but the contractor focus group involved in developing this toolkit stressed that events that successfully plan with the following considerations in mind, are more successful with recycling rates:

- Allow for vehicle access to campsites and back-of-house trader areas so that a bin wagon or buggy and trailer can get in to empty the bins. A common problem is that waste management companies cannot get into these areas
- Book trackway for back-of-house routes for wet conditions
- Aim for the waste compound to be close to the main site to reduce the travel time required to empty bins. Ensure the compound is reachable by trackway and there is an accessible and usable route off site at all times
- Plan for yard space to accommodate the infrastructure required (this will depend on festival size and if it is a one-day or multi-day event):
 - Skips, artic lorry trailers and compactors
 - Screening area - where teams can screen bags to minimise contamination of recycling streams



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Arenas and front-of-house

These can be the hardest areas to deliver good quality segregated recycling materials, as audiences often put things in the wrong bin.

There are steps you can take to make the bin system and communication as clear as possible to guide audiences on how to separate waste correctly.

BINS

- A clear bin system that reflects each waste stream. This means a specific bin for each of the following:
 - Cans and plastics (mixed materials are compatible with most recycling systems)
 - Food waste - to avoid contaminating recyclables
 - General waste / everything else
 - Glass - if it is a material present in your arena waste
 - There may be other specific materials/waste streams on your site that may require a separate collection stream e.g., paper cups - check your Materials List (see template), and discuss with your waste management supplier

COMMUNICATIONS

- Clear signage should communicate where each waste item should be disposed of by audiences. This includes:
 - Clear imagery of where food packaging should go (so it doesn't contaminate other streams)
 - Using the **WRAP** colours for consistency

See the [Tips for Bins & Signage](#) document (Step 5 resources) for further recommendations.

Public campsites

These are areas where substantial amounts of hard-to-recycle waste is created.

WASTE REDUCTION INITIATIVES TO CONSIDER

- › Onsite pre-erected tent service (provided by third parties)
- › Deposit and return models for equipment hire
- › Surplus food drop-off point (at the end of the event)
- › Campsite stewards, to brief people about what to do with waste and to share key messages

AUDIENCE WASTE MANAGEMENT AND SEPARATION OF MATERIALS

- › Give out refuse bags for recyclable and non-recyclable materials to encourage waste management and separation of streams at audience camps. These can be distributed as people enter the site, as well as being available at key points in the campsites

BINS

- › Ideally, have fewer and larger compounds for waste to be taken, rather than lots of little bin sets. Audiences can use these compounds to deposit recyclable and non-recyclable refuse bags that they have filled at their campsite. The compounds should be managed by a waste contractor to increase source segregation onsite.
- › Ensure waste vehicles can access waste infrastructure easily.
- › Have separate collection points for difficult waste streams:
 - Vapes
 - Batteries
 - Gas canisters

COMMUNICATIONS

- › Consider having engagement teams going around site:
 - At the beginning of the event to show how the waste system works
 - At the end, encouraging people to take tents home and putting waste in the designated areas
- › Avoid talking about how many tents are left behind or from sharing messages like, '1 in 4 people left their tents,' as this reinforces it as a social norm. Instead share that, '3 out of 4 people took their tent home.'

Staff and contractor campsites

Give this area particular attention as these campsites often get overlooked and can be an area of significant left tents.

BINS

- › Provide segregation options as soon as people arrive onsite. These are areas that often get forgotten for waste management when there are people on them for longer periods of time

COMMUNICATIONS

- › Provide Area Managers with a waste briefing document to share with staff
- › Communicate with all crew on taking tents home, especially security



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Back-of-House

To adequately plan your waste infrastructure, use the Materials List Template (in Step 2 of the Toolkit) and talk to Area Managers and Contractors to understand what materials people plan to bring onsite.

WASTE REDUCTION

Talk with Area Managers about ways to reduce waste by hiring in materials or designing sets for reuse by using screws and not nails.

BINS

- › Traders, bars and catering
 - Cans
 - Plastic
 - Dry cardboard: collected separately to avoid contamination from cans, plastic and food
 - Food: to avoid this contaminating recyclables
 - General waste/everything else
 - Glass

SKIPS (TYPICALLY)

- › Production
 - Wood
 - Metal
 - General waste
 - Cans and plastic
 - Cardboard (collected in different ways, e.g. sacks)

Site offices

- › Aim for multi-bin systems inside and avoid single general waste or under desk bins.
- › Cable tie recycling via Refactory box.
- › Lanyard and name tag recycling boxes (check if your provider accepts returns)

COMMUNICATIONS

This is an area that you can control by:

- › Providing checklists or guidance documents of what materials go where.
- › Providing onsite briefing (see here for a template as part of this toolkit).
- › Monitoring and checking once the event is set up.
- › Planning a check out process for traders, sponsors and other contractors who may leave waste on their pitch. Let them know that their onsite liaison will come and sign off their pitch as they leave.

Others areas

Consider all the different areas and stakeholders and understand what materials are being used: How can you reduce waste? What recycling infrastructure is required?