

“Recycle on the Go” Event Reporting Form

Return form to Keep Mandeville Beautiful
(1100 Mandeville High Blvd. Mandeville LA 70471 624-3165)

Event Name: _____ Event Date: _____

Event Contact Person: _____

Event Type: Community Activity Concert Sporting Fair/Festival Other

Event Location: _____

Estimated # attendance: _____ Total # of hours of the event: _____

Type of beverage containers/products used/sold at the event:

Aluminum Plastic Glass Paper Other

***** ONLY RECYCLE PLASTIC, ALUMINUM AND CLEAN PAPER *****

Number of Recycling Collection containers used: _____

Number of Recycling Collection bags used: _____

Type of materials collected during the event:

Aluminum Plastic Paper

AMOUNT OF RECYCLABLE MATERIAL COLLECTED

# of 1/4 full bags	# of 1/2 full bags	# full bags

Disposal of bagged recyclables:

We will put bags out for curbside recycling pick up.

We will need Mandeville Public Works to pick up bags. Location of bags for pick up: _____

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“Recycling on the Go” Recycling Guide Sheet

Thank you for taking the time to recycle at your event. By providing recycling in places other than your home we can strengthen recycling opportunities and provide a take-home message to encourage recycling. This guide sheet is meant to help you add a successful recycling component to your event and to help us promote recycling in our community.

GETTING STARTED

- **Decide how many recycling containers you will need. We recommend one recycling container placed next to each trash can. Other locations for the containers include entrances/exits, parking lots, and near tables where people eat.**
- **Call Keep Mandeville Beautiful (624-3165) at least two weeks prior to your event to reserve the containers.**
- **Two days before your event, go to Mandeville Public Works (1100 Mandeville High Blvd) to pick up the recycling containers and bags.**

SETTING UP

- **It is important to properly set up the containers. Be sure the blue steel frame is standing on level ground with the doubled end upward. Open the frame half-way. Standing in front of the frame, insert the bag in the middle of the frame and thread one side of the open bag through the frame slot, pulling approximately 6 inches of the bag through the slot towards you. Next, loop the bag away from you, back over the top of the wing-shaped frame and secure it by pulling it down at the corners. Repeat the process on the other side and then stretch the frame to its full opened position. This will tighten the bag into place.**

WHAT TO RECYCLE

- **Only collect plastic bottles and aluminum cans.**
- **Do not collect glass or contaminated paper.**

RECORD YOUR RESULTS AND TURN IN THE FORM

- **It is important to track the number of bags collected and the type of recyclables collected.**
- **Fill out the reporting form (on the flip side) and return to KMB within one week of your event.**

DISPOSE OF THE RECYCLABLES (3 OPTIONS)

- **1) Put the bags of recyclables out for curbside recycling on the Wednesday after your event.**
- **2) Make arrangements for Mandeville Public Works to pick up the bags from your event site. Pick up will be on the next business day after your event. Call KMB at 624-3165 prior to the event to schedule with Public Works. Only use this option if the event will generate a large amount of bags.**
- **3) Bring the bags of recyclables to Public Works when you return the recycling containers. There will be an area at Public Works to drop off the recyclables. This is recommended if you have only a few bags.**

RETURN CONTAINERS AND REPORTING FORM

- **Within a week after the event, return all recycling containers and unused bags to KMB at 1100 Mandeville High Blvd.**
- **Turn in the reporting form to KMB.**
- **Make sure the bags have been picked up either by curbside recycling or Public Works, or that the bags have been brought to public works.**

THANK YOU FOR PARTICIPATING IN THIS RECYCLING ON THE GO PROGRAM