

Tompkins County Tourism Program
Event Materials Management Plan Template

Application Date		Website		Briefly describe sustainability initiatives for your event:
Organization Name				
Event Name				
Venue/Location				
Event Date(s)				
Type/style of Event				
Instructions	<p>This document is design to support the successful coordination of materials management at your event. Please indicate which of the following initiatives will be adopted and who will be responsible for ensuring the success of the initiative.</p>			

Material Management Strategies		Individual Responsible
<input type="checkbox"/>	Posting composting, recycling, and trash signage at sorting stations.	
<input type="checkbox"/>	Communications to promote waste reduction, dish reuse, recycling and composting (i.e. social media, stage announcements, program content).	
<input type="checkbox"/>	Implement or encouraging a reusable dishware initiatives (i.e. providing in-house dishware; hiring a service; promoting bring your own mugs, utensils, dishware; etc.)	
<input type="checkbox"/>	Single stream recycling collection	
<input type="checkbox"/>	Food scraps recycling collection	
<input type="checkbox"/>	Redeemable cans and bottles	
<input type="checkbox"/>	Coordinating with vendors to reduce waste (i.e. promoting reusable, or recyclable dishware & packaging, providing products with reduced packaging; offer discount for reusing cups & mugs) <i>Note that "compostable" plastic products are not compostable in Tompkins County</i>	

Operations	
<p>In the following section, please describe materials management plans including who will be coordinating efforts during the event, manage contamination, how material will me removed from the site, and planned outreach or engagement to support these efforts. Please use as much detail as is available at the time of applying.</p>	

Waste Reduction and Reuse

Describe how any waste reduction and reuse initiatives for your event will be implemented.

Recycling

Describe how single stream recycling will be collected, handled and transported during and after the event.

If applicable, how will food scraps be collected, handled and transported for the event?

Trash

Describe how trash will be collected, handled and transported during and after the event.

Tompkins County Tourism Program
SAMPLE Event Materials Management Plan Template

Application Date	7/1/2025	Website	TBD	Briefly describe sustainability initiatives for your event: Out event consists of 3 concerts over the span of one day. There will be multiple food vendors serving attendees. To make this event as sustainable as possible we have hired a recycling coordinator to oversee the recycling operations as well as a Vendor coordinator who will work with vendors to promote dishware reuse wherever possible.
Organization Name	Waste Free Events			
Event Name	Tompkins Recycles It All			
Venue/Location	TCRMM			
Event Date(s)	TBD			
Type/style of Event	Festival			
Instructions	This document is design to support the successful coordination of materials management at your event. Please indicate which of the following initiatives will be adopted and who will be responsible for ensuring the success of the initiative.			

Material Management Strategies		Individual Responsible
<input checked="" type="checkbox"/>	Posting composting, recycling, and trash signage at sorting stations.	Ima Recycler
<input checked="" type="checkbox"/>	Communications to promote waste reduction, dish reuse, recycling and composting (i.e. social media, stage announcements, program content).	Ima Recycler
<input checked="" type="checkbox"/>	Implement or encouraging a reusable dishware initiatives (i.e. providing in-house dishware; hiring a service; promoting bring your own mugs, utensils, dishware; etc.)	Food Vendor Coordinator
<input checked="" type="checkbox"/>	Single stream recycling collection	Ima Recycler
<input type="checkbox"/>	Food scraps recycling collection	
<input type="checkbox"/>	Redeemable cans and bottles	
<input type="checkbox"/>	Coordinating with vendors to reduce waste (i.e. promoting reusable, or recyclable dishware & packaging, providing products with reduced packaging; offer discount for reusing cups & mugs) <i>Note that "compostable" plastic products are not compostable in Tompkins County</i>	

Operations

In the following section, please describe materials management plans including who will be coordinating efforts during the event, manage contamination, how material will be removed from the site, and planned outreach or engagement to support these efforts. Please use as much detail as is available at the time of applying.

Waste Reduction and Reuse

Describe how any waste reduction and reuse initiatives for your event will be implemented.

The Food Vendor Coordinator will collaborate with vendors to create a program by which event attendees can receive a discount off fountain beverages for bringing their own mug. This will be promoted through the event's social media channels, website, and program.

Recycling

Describe how single stream recycling will be collected, handled and transported during and after the event.

Ima Recycler, Recycling Coordinator, will reserve and pick-up Borrow-A-Bins from TCRMM. She will recruit and manage volunteers who will stage recycling bins throughout the event, empty contents as they fill, and bring to the central recycling dumpster. Volunteers will monitor bins to minimize contamination. Ima will work with event planners to include recycling information in the event program, on the website, and in periodic stage announcements. The Festival Director will contract with Casella to site a recycling dumpster the night before the event in the lot next to Press Bay Alley, and will remove it Monday morning after the event.

If applicable, how will food scraps be collected, handled and transported for the event?

N/A

Trash

Describe how trash will be collected, handled and transported during and after the event.

Festival Director will arrange for tech crew to move and distribute trash cans on site from storage. Recycling volunteers will empty contents as they fill, and bring to the central trash dumpster. Volunteers will monitor bins to minimize contamination.

Ima (Recycling Coordinator) will work with event planners to include recycling information in the event program, on the website, and in periodic stage announcements. The Festival Director will contract with Casella to site a recycling dumpster the night before the event in the lot next to Press Bay Alley, and will remove it Monday morning after the event.