

Recycling Planning Worksheet

Need help figuring out how many recycling bins to use at your event?
Consider the following points to make your recycling collection a success!



General Information

- Event Name:
- Event Date(s):
- Event Location:

Size of Event

- What is the footprint of the event in acres or square feet?
- How many people generally attend?
- How many vendors attend?
- How many of the vendors sell food?
- How many trashcans will you have?
We recommend providing at least 1 recycling bin per trashcan

Vendor Waste

- Where are vendors supposed to put their waste (e.g., behind their booth, in central dumpster, in garbage cans, pack it out themselves)?
- When are contracts with vendors negotiated?
- Can you share the food vendor suggestions to encourage them to use recyclable containers?

Waste Haulers Identify your waste hauler for this event (see list on back). You may be able to coordinate with the waste hauler to pick up the recycling as well. If not, you may try to work directly with local recycling company.

Company	Contact	Phone	Email	Recycling?

Recycling Targets

Check all the following materials that would be the easiest and most productive to reduce, reuse, or recycle.

- | | |
|--|---|
| <input type="checkbox"/> Metals (Aluminum/Tin Cans) | <input type="checkbox"/> Plastics #1 & #2 (Bottles, clamshells) |
| <input type="checkbox"/> Paper | <input type="checkbox"/> Glass |
| <input type="checkbox"/> Food serving packaging (i.e., plates, cups, utensils, etc.) | |
| <input type="checkbox"/> Cardboard | |
| <input type="checkbox"/> Other _____ | |

Point People and Contacts

List people and their contact information that would be good candidates to be involved in the recycling committee or effort (Include local recycling organizations, municipal or state recycling agencies, volunteers in community, etc.).

Company	Contact	Phone	Email

Recycling Resources and Contacts

Waste & Recycling Haulers

Valley Recycling and Evergreen Disposal
257-2574, www.valleyrecycling.com.

North Valley Refuse
862-4381, no website.

Recycling Drop Off Sites

Pacific Steel & Recycling – 105 Montclair Dr, Kalispell
755-7011, www.pacific-recycling.com

Flathead County Landfill – 4098 Hwy 93 N
758-5910, www.flathead.mt.gov/waste

Flathead County Sites (open 8-5 daily):
Columbia Falls – Best Way Rd
Creston – 161 Broeder Loop
Somers – 863 Hwy 82

City Sites (open 24 hrs):
Whitefish – City Beach overflow parking lot
Kalispell Ave between 6th and 7th Streets
Whitefish City Hall, 418 East 2nd St, back alley
Kalispell (Valley Recycling site) – Albertson's Grocery parking lot, 900 W Idaho St

WasteNot Project

Please contact us with any questions or concerns: Allison or Mayre at 756-8993 or
WasteNotProject@flatheadcitizens.org.

Download a copy of our Where to Recycle in the Flathead Valley brochure at
www.WasteNotProject.org.