



## 2015 RCO Awards Festival or Event Category

### Company Name

Current Date

Applicant Name

Applicant E-mail Address

Are you a first time applicant?

Yes

No

**Provide a brief description of the festival or the event. Example: outdoor music festival, sporting event, food based event. Include the following details:**

1. Location for event. (Example: municipal/public green space, public event venue, private property)
2. Types of waste generated. (Example: organics, glass/cans/plastic refreshment containers or bottles, paper or paperboard, plastic food wrap, plastic or biodegradable tableware)
3. Waste handling/removal services. Example: waste removal or recycling support from a host venue or community. If there is support, are organics collected and processed. If there is no support, how is the waste collected, for example: private contractor, volunteer pickup teams, other?

One-year time period for this application, ending in 2014. Example June 2013 to June 2014.

### 1. Communications & Education

- a. Is there an environmental vision in a written policy document for the event or in the operating rules and procedures of the venue? (Example: To be a "no waste function or venue")
- b. How is the goal communicated to visitors and participants? Are the communications geared to influencing behaviour or recycling habits?
- c. Describe the range of communications, volunteer training and promotional tools that support the public education or environmental goals. What type of media are used to communicate? (Example: Social media, web sites, blogs, community newspapers, radio, intranet)
- d. Are there measurable results from the communication strategy? (Example: Increased social media activity or direct feedback; increased web site activity; increased attendance)

Use the attachment fields for support documents, pictures, signage, bulletins, etc.

### 2. Quantitative Results

What data are collected to track and support reduction or recycling volumes? Describe the data collection process and the estimated number of visitors to the festival or the venue.

Report any solid waste data using the fields provided below.

Total Waste Collected (metric tonnes)

Materials Reduced (metric tonnes)

Materials Reused (metric tonnes)

Materials Recycled (metric tonnes)

### **3. Multi Sectoral Participation**

For public events - are the environmental goals supported by community groups, volunteers, sponsors, municipal governments or other stakeholders? List and describe these supporters and their contributions to the success of the environmental goals.

For corporate events - are the environmental goals supported by senior management and/or board of directors. What contribution is made by management/directors.

### **4. Volunteer & Community Involvement**

Describe the involvement of the community (where applicable) and volunteer or company green teams, their roles and responsibilities and how they contribute to the success of the event.

(Example: Are volunteers trained to communicate a 3Rs message when dealing with event participants, sponsors or service providers before, during and after the event?)

### **5. Procurement**

Is there a green procurement policy in place that also includes the hauling of waste and final disposition of organics, recyclables and disposal items? Describe the implementation of this process when choosing vendors. Use the attachment fields at the bottom of the survey for support documents, samples of vendor contracts etc.

Send support documents to: [events@rco.on.ca](mailto:events@rco.on.ca)