



WASTE DIVERSION REPORT FOR SPECIAL EVENTS

This form is due within 30 days following the event and will help event organizers report on the success of the recycling program. For questions or assistance, please contact Recycle@sdcounty.ca.gov or 858-694-2458. Please submit completed reports via email.

Event Name: _____

Event Date: _____ Number in Attendance _____

Contact Name: _____ Phone Number: _____

Email: _____

A. How were trash, recyclable, and donatable items managed?

	Waste	Recycling	Organics	Donation
Company Name				
Weight of Materials				

B. Diversion Rate

Using receipts from your those who collected waste, recycling, and donations, determine the event's diversion rate. ***Include donations and organics quantities into the Amount Recycled category.**

$$\left(\frac{\text{Amount Recycled}^*}{\text{Amount Recycled}^* + \text{Amount Disposed}} \right) * 100 = \text{Diversion Rate (\%)} \%$$

C. Identify which materials were generated at the event and how they were handled.

Material	How were the materials handled?		
	Recycle	Donate	Trash
Cardboard			
Paper (newspaper, flyers, magazines, brochures)			
Beverage Containers			
Food Scraps and Food-Soiled Paper			
Surplus Edible Food			
Plastics (film, bags, wrap, etc.)			
Other:			

D. Provide a brief description of the waste reduction and recycling programs implemented at the event, including a site map showing the locations of trash and recycling receptacles. Also, please specify if you received any resources or technical assistance from the County to implement the recycling program and your level of satisfaction with the assistance and/or resources.