

Post-Event Waste Analysis Report Template



On completion of your event, event managers are required to submit a Post Event Waste Analysis Report within 30 days.

This Waste Analysis Report will allow the Council to understand what waste is generated at events, and how we may work together to divert waste from the landfill in the future.

1. Event manager details	
1.1	Organisation name
1.2	Venue name and address
1.3	Event manager name and contact details

2. Event information	
2.1	Event name
2.2	Event date/time
2.3	Total number of attendees

3. Waste information by type				
	Type	Amount (kg)	Collection provider	Collection date/time
3.1	General Waste			
3.2	Co-mingled recycling			
3.3	Glass			
3.4	Compost			
3.5	Other:			
3.6	Total			

4. Waste diversion	
4.1	Event waste diversion target (%)
4.2	Actual total waste diversion (% and kg)

5. Amendments from the Event Waste Plan - only complete this section if there are changes to report		
5.1	Was any additional waste created at your event, which you weren't expecting? (e.g. flyers, serviceware)	Yes/No <i>If yes, please provide further details below.</i>
		(a) Landfill

	What additional waste was created at the event? Eg. Flyers, unexpected serviceware	(b) Co-mingled recycling	
		(c) Glass	
		(d) Compost	
		(e) Other	
5.2	Were extra waste stations provided at the event?	Yes/no <i>If yes, please provide detail of how many bins, and what they were used for:</i>	
5.3	Were any additional initiatives used to reduce waste?	Yes/no <i>If yes, please provide detail</i>	
5.4	Did waste management and minimisation differ from the submitted plan?	Yes/no <i>If yes, please explain how this differed and why</i>	

6. Feedback

Please submit this Post-Event Waste Analysis Report through email to our Waste Team:
events@mstn.govt.nz

Please submit any additional documents which are relevant to the management and minimisation of waste at this event that have not already been provided.