

# BRING YOUR OWN EVENT GUIDANCE

Litter Free Dorset have put together this guidance to support you to reduce waste and litter at your next community event. Litter is unsightly and can travel into our waterways to contribute towards plastic pollution. At Litter Free, we believe in the importance of the waste hierarchy and always encourage people to reduce their waste and reuse items before recycling.



Use this tick list to check your events eco-credentials and be part of the 'Bring Your Own' revolution.



## ☒ EVENT PACK

Litter Free Dorset have an event pack available to hire which includes;

- ☐ **The Community Cups Scheme**
  - Reusable Cups x 500
  - Community Cup 'How to guide' for event organisers and event goers
- ☐ **Refill Signs x 4**
- ☐ **Anti-littering posters x 4**
- ☐ **Logos for promotional material**
  - Bring Your Own logo
  - Community Cup logo
  - Refill logo
  - Recycling bin logo & General waste bin logo



## ☒ PROMOTION MATERIAL

Influencing what people decide to bring along to the event is key to reducing waste. Promote your event as a 'Bring Your Own' event and encourage people to bring a reusable; bag, water bottle and coffee cup along with them. Thank people prior to the event for taking their rubbish home.

- ☐ **Reduce: Use the 'Bring Your Own' logo**

Use the tagline: This is a 'bring your own' event on all promotional material (leaflets, posters, mailouts, facebook event pages, newspaper adverts etc)
- ☐ **Reuse: Information on Water Refill points is vital**

Place details under other key information such as travel options or on your event map with the Water Refill points clearly labelled.
- ☐ **Recycle: Add bin locations onto your promotional material**

Clearly state whether recycling is available at your event. If recycling is not available be very clear about this. Thank people for taking their recycling home.

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## ☒ WATER REFILL POINTS

It is important you make sure there are adequate, visible Water Refill points at the event.

### ☐ Event in a town?

Talk to café's close by to see who would be willing to refill bottles for members of the public.

### ☐ Event in a remote location?

If your event is in a more remote location, you may need your water supply checked please contact Wessex Water for more details or download this **USEFUL GUIDE**



## ☒ REUSABLE CUP SCHEME

Use a Deposit Return Cup Scheme at your event. Litter Free Dorset have 500 'community cups' which can be borrowed for community events. Its simple:

- ☐ Customers buy a community cup for a £1 deposit - all cold beverages are sold using a reusable cup.
- ☐ When people have finished with their cup, they can return it and receive their deposit back.
- ☐ Cups will then be washed and packed away ready for the next community event.

Perhaps a local café, pub or hotel would like to support your community event by washing cups up afterwards? Have these conversations in advance of the community event.

See the Community Cup Guide for more details.



## ☒ BALLOONS

Don't Inflate To Celebrate

- ☐ Balloons should not be sold, gifted or used for promotion material. Material flags and banners can be used to promote businesses instead.
- ☐ Balloon and lantern releases should be banned at all community events.



For more information visit [litterfreedorset.co.uk](http://litterfreedorset.co.uk)

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## ☒ FOOD AND DRINK VENDORS

- ☐ **Vendors selling hot drinks should offer an incentive** (suggestion 50p off) for customers who bring a reusable cup. Vendors are encouraged to sell reusable coffee cups for customers.
- ☐ **Bottled water should not be sold.** Water Refill Points and Reusable Cups should be provided instead.
- ☐ **Vendors should provide food that can be eaten with limited packaging** for example, food which only requires a serviette and cardboard cone. Alternatively, vendors could supply food in aluminium containers which can be recycled after use.
- ☐ **Vendors should provide wooden cutlery rather than plastic.** This is to reduce plastic cutlery being littered and entering the waterways.
- ☐ **Plastic bags should not be provided.** Sweets and confectionary should be provided in paper bags. Candy floss should only be allowed to be sold on a wooden stick.
- ☐ **Plastic straws should not be provided.** From April 2020, there will be a ban on the supply of plastic straws, drinks stirrers and cotton buds in the UK.

Any vendor who is found selling or providing; bottled water, plastic cutlery or plastic bags will be asked to hand in items and be asked not to attend any future events unless appropriate changes are made.

## ☒ EVENT EQUIPMENT

When organising an event always consider what equipment could be borrowed, hired or re-used from elsewhere. Contact your town council to see what can be borrowed. Suggestions below:

- ☐ **Alternatives to cable ties.** Use string or twine to secure signs to avoid single use plastic. Reusable cable ties should only be used if they are collected back in after the event.
- ☐ **Event signs and promotion.** Consider producing signs that can be used for more than one event. Following the event make sure all signs are collected up.
- ☐ **Create an equipment library.** If your town has numerous events throughout the year collect equipment in a central location which can be used and shared with the whole community.

## ☒ BINS AND RECYCLING

Where you place bins is crucial to reducing litter at your event. Place bins near the entrances and exit points as well as close to picnic areas and food vendors.

- ☐ **Be clear with what can be recycled.** Use pictures as well as text on bins.
- ☐ Prior to the event speak to your local waste provider to check what recycling you can offer at your community event.  
Contact: [commercial@dorsetwastepartnership.gov.uk](mailto:commercial@dorsetwastepartnership.gov.uk).



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