You can help minimize waste and maximize recycling by using the ClearStream ClearTainers to recycle plastic bottles, beverage cans, etc. To reserve them, contact the Dean’s Office (335-0862).

**Before the Event**

1. Determine the length of your event (the longer the event, the more bags you will need).
2. Identify what is being served at your event (aluminum, plastic, bottles, cups, etc.)
   - What do you want to recover?
   - Set a standard with your food vendors so only recyclable products are being used to serve food and drinks.
3. Approximate the number of people expected to attend the event.
   - Use the number of attendees from the previous year as a basis.
   - Weather conditions will also be a factor.
4. How many garbage cans will be on site?
   - One ClearTainer unit for each garbage can is the optimum number for your event. Depending on the size, finances may restrict such a number.
   - Determine how many garbage bags you will need (available when you reserve the ClearTainers).
5. Determine where ClearTainers and other garbage units will be placed.
   - ClearTainers should always be placed next to normal garbage units.
   - Make sure they are located in visible and appropriate areas.
6. Schedule volunteers to set up the recycling units and monitor them during the event.
7. Check out the ClearTainers from the Dean’s Office, located in C120 PBB.
8. Schedule a pick up/drop off time for the ClearTainers with the Dean’s Office staff (335-0862).
9. If possible, create signage that shows what products are being recycled and place on containers.
10. “Seeding” or putting a few recyclables in each container before the event starts is helpful.

**During the Event**

1. It’s helpful to post a volunteer near the unit(s) to encourage recycling and to make sure only the designated recycled material is being placed in the unit.
2. Volunteers should collect and replace bags when they are 2/3 full.
3. Keep the lids clean by wiping them down with rags as necessary.
4. Move units to heavy traffic areas if you notice problems.

**After the Event**

1. Bags of recyclables should be placed in the Tippie loading dock, located on the north end of the first floor off of the galleria.
2. Take down the ClearTainers.
3. Check the frames and lids to ensure they are clean.
4. Return the units to the dean’s office as soon as possible after the event since others may have reserved them.