

Event Services Request Form

Thank you for contacting us regarding your upcoming event! Please review the information in this document closely and fill out the form included completely. Missing information can delay the process - use the [submit](#) checklist below.

Important

- ▶ Event service requests must be submitted **no later than 3 weeks prior** to your event.
- ▶ Delivery and removals are done Mon - Fri, 6am - 4pm, and we cannot guarantee a specific time.
- ▶ **Please honor our mission of WASTE ZERO** and have garbage, recycling, and compost services at your event if all material types are generated.
- ▶ Upon container delivery, **verify your services are correct and accessible** so that any changes can be made before our offices close for the weekend.
- ▶ **Utilize our event signs at [Recology.com/RSMEvents](https://www.recology.com/RSMEvents)** or our sorting posters at [Recology.com/RSMResources](https://www.recology.com/RSMResources) for educational signage or guidance for events staff, vendors, and volunteers. You are also welcome to borrow our large event signs with a credit card number provided to ensure all signs will be returned. Please include this in your inquiry.

Options

The following equipment is available for **garbage**, **recycling**, and **compost**:

Carts



64 GAL (32" L X 25" W X 42" H)

AVAILABLE STREAMS: ● ● ●

Bins



3 YD (47" L X 82" W X 62" H)

AVAILABLE STREAMS: ● ● ●

4 YD (56" L X 82" W X 68" H)

AVAILABLE STREAMS: ● ● ●

Boxes



20 YD (96" L X 16'5" W X 66" H)

AVAILABLE STREAMS: ● ● ●

30 YD (96" L X 20'5" W X 76" H)

AVAILABLE STREAMS: ● ● ●

Submit

Please submit these items to: RSMEvents@Recology.com

- ☐ The completed request form below with details about your event in the body of the email.
- ☐ Map with marked location of where to drop equipment.
- ☐ If requesting donated services, we will need a copy of your organization's 501(c) determination or affirmation letter.
- ☐ Boxes only: a signed waiver is required to deliver. Please inquire for this.



Event Services Form

Please fill out this form completely and email it to RSMEvents@Recology.com.

You can estimate the total volume of waste services needed for your event by multiplying the approximate # of attendees X 1.5 gallons (if more meal heavy change to 1.75, if only snacks change to 1.25). Once you know the total gallons needed, consider the most common materials that will be present at the event, and divide the total gallons accordingly into garbage, recycling, and compost - typically recycling is the largest. Please note there are 202 gallons in 1 cubic yard.

EVENT NAME

EVENT DATE AND TIME

EVENT ADDRESS

DATE SUBMITTED

APPROX. # OF ATTENDEES

ON SITE CONTACT (NAME & PH#)

REQUESTING DONATED SERVICES?

EQUIPMENT REQUESTED	QUANTITY	DELIVERY DATE	REMOVAL DATE

SPECIAL DELIVERY OR PLACEMENT INSTRUCTIONS

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(FOR DONATIONS) HOW WILL THIS EVENT BENEFIT THE COMMUNITY?

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(FOR DONATIONS) HOW WOULD THE DONATION BE ACKNOWLEDGED BEFORE/AT EVENT? FOR EXAMPLE, LOGO ON POSTERS, PRINT ADS, SOCIAL MEDIA, ETC.

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ORGANIZATION NAME

NON-PROFIT TAX ID

ORGANIZATION ADDRESS

CONTACT NAME & EMPLOYER

CONTACT PHONE

CONTACT EMAIL

ORGANIZATION INFORMATION
