



# Special Event Recycling Request Form



AS Recycling provides free recycling bins for on-campus events.  
Recycling staff will deliver and pick-up bins before and after your event.

Please return this form to the AS Recycling office in **BMU 301** (Zip 763) at least one week in advance.  
Thank you for recycling!

Event Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

Event Location \_\_\_\_\_

Event Date(s) \_\_\_\_\_

Event Start Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Set-up Time \_\_\_\_\_ Clean-up Time \_\_\_\_\_

How many trash cans did you order from Facilities Management? \_\_\_\_\_

Estimated number of attendees at your event? \_\_\_\_\_

Will you have vendors selling beverage containers at your event? YES  NO

If yes, please circle what type of beverage containers they will be selling. (Check all that apply.)

Aluminum Cans  Glass Bottles  Plastic Bottles  Plastic Cups  Tin/Steel

Indicate the number of recycling bins you would like at your event next to each material type.

\_\_\_\_\_ Cans & Bottles      \_\_\_\_\_ Mixed Paper      \_\_\_\_\_ Cardboard

\_\_\_\_\_ Other materials to Recycle \_\_\_\_\_

Additional comments about recycling needs at your event:

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AS Recycling Program Notes