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