



Special Event Recycling Program Application

Event Organizer's Information

Event Organizer's Name: _____

Organizer's Address: _____ City/State: _____

Phone: _____ Email: _____

Sponsoring Name (if applicable): _____

Event Information

Name of event: _____

Event date: _____ (Exact date unknown? Provide anticipated date.)

Event location:

- Name of venue _____
- Physical Address of venue _____

Anticipated number of attendees: (Check one)

- | | |
|------------------------------------|--------------------------------------|
| <input type="checkbox"/> 50 – 150 | <input type="checkbox"/> 501 – 1,999 |
| <input type="checkbox"/> 151 – 250 | <input type="checkbox"/> ≥2,000 |
| <input type="checkbox"/> 251 – 500 | |

Duration of the event: (Check one)

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> 2 – 4 hours | <input type="checkbox"/> 6 – 8 hours |
| <input type="checkbox"/> 4 – 6 hours | <input type="checkbox"/> 8 – 12 hours |

What type of recyclable items will your event generate? (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Aluminum, Steel or Tin Cans | <input type="checkbox"/> Cardboard |
| <input type="checkbox"/> Plastic Bottles | <input type="checkbox"/> Paper (No paper plates, napkins, cups, or other soiled items) |
| <input type="checkbox"/> Glass Bottles | |

Number of recycling bins requested:

- 1 – 3
- 3 – 5
- ≥5 (Please specify quantity: _____)

Number of trash cans that will be on site: _____ *

* KNB recommends having one trash can per recycling container

Collecting and Disposing Recyclables

Person(s) Responsible: _____

Mobile Phone: _____ Email: _____

Volunteers:

KNB suggests having at least 2 volunteers, age ≥ 14 , for each 100 attendees. These volunteers should serve to:

- Educate guests on acceptable recyclable items (*List of items provided during training*)
- Direct guests on recycling container locations
- Monitor and empty containers
- Ensure proper cleaning of the equipment
- Assist with proper disposal of recycling

I, _____ am able meet the SERP requirements listed above, including transporting materials to a recycling location.

Event Leader or Recycling Coordinator Signature

Date

Once your application has been approved, you will be contacted by KNB to schedule your S.E.R.P. training.

Directions to Ernie Morgan Center

3500-A Granby Street, 23504 | Phone: 757-441-1347

Take main entrance into the Virginia Zoo. Make a left at the first parking lot (at the playground). The Center is a small, brown-shingled building at the very end of the parking lot.