

Post-event



Let all your customers know who won the prizes, thank them for coming and encourage them to keep the momentum going by recycling as much as they can and to contact you if they have any questions



Circulate customer recyclopedias electronically



Review survey results with team and consider what changes (if any) could be applied to reduce waste and increase recycling



Please return tokens/devices to Salma



Upload the event details to the Events Register



Please complete Recycling Roadshow summary form

RECYCLING ROADSHOW RECIPE CARD

All the information that you need to host a fun and successful event can be found inside



Please get in touch with Salma if you need any help or have any questions.

Best of luck and happy recycling!



Ingredients

Complete Event Budget Request Form

Urban smoothie bikes stand -

contact Murat at:
info@urbansmoothiebikes.co.uk

Bywaters stand - contact:

sustainability@bywaters.co.uk

Prizes x 2 (of your choice!)

Bywaters 'Waste Sort Challenge Form'

Promotional Poster -

contact Alex Bewick

Social Media -

local and central handle
(contact Marketing for Central)

Catering - contact preferred caterer to arrange

Free tea & coffee - please arrange a set rate with your on site or local café to provide a free tea or coffee to customers who will present a token. If this facility is not available please consider an alternative freebie to offer

Recycling bins for customers (Combins)

Unless these have already been issued, bin stickers & accompanying [customer recyclopeda](#)

Hands on deck - please let your colleagues know and get everyone involved in planning and hosting the event (Caretakers, FM's, ACM's etc.) as this is a team effort and a few pairs of hands will be needed on the day.

Customer Survey - please contact Salma for the link, tokens and to review devices available so that surveys can be completed by customers

Camera - lots of photos please!

Minimum 2 trestle tables



Method



Urban smoothie bikes will provide a host, bike, stand, smoothie recipe cards and ingredients to make approximately 100 smoothies for your customers. Customers pedal the bike to make their smoothie and the time it takes is noted on a board. The person to peddle the fastest time wins a prize! A standard Workspace rate and package has been agreed so please state that you are organising a Workspace event. For more info check out: www.urbansmoothiebikes.co.uk



Contact your usual caterer to arrange food for the event which is usually held over a lunch time period (11:30-14:00)



Bywaters will arrange for a hosted stand and a 'waste sort challenge' game. Customers will be asked to place various types of waste into the various bins and the person who successfully places them all in the correct bin in the fastest time wins a prize! Please print the '[Waste Sort Challenge Form](#)' for this game.



Please contact Alex Bewick to customise the poster for this event and circulate to customers through the channels that you normally use.



Circulate details of the event through twitter and contact Marketing so that it can also be included on the website etc.



Let Karen Jamison and Duncan Pelham know the date and details of the event.



If combins have not been recently distributed to customers please ask your FM to order these so that they can be distributed on the day. Stickers for the front of the bins will also need to be ordered for each bin.



A short survey has been devised using survey monkey to enable customers to provide us with details of their waste and recycling habits and needs. This will enable us to tailor services and facilities accordingly (where possible). In return for completing the survey, tokens for either a free tea / coffee (or alternative) will be given to the customer to redeem at your local café.



Take lots of photos to circulate through social, newsletters and send to Marketing to post centrally.