

Organizing A Cleanup Event

Originally created by Keep Texas Beautiful

Planning & Organizing

Organizing a cleanup can be as simple as getting a group together grabbing a bag, and walking. In other cases, a more organized effort is needed. This might include selecting sites to clean, gaining permission from the city, county or private land owners, and identifying sources to receive and/or pick up filled bags. If you are planning a large cleanup, the checklist below can help create a successful cleanup!

3 months before

- ◆ Confirm cleanup and rain dates (date, location, and time)
- ◆ Confirm cleanup boundaries and beautification project locations based on sponsor programs.
- ◆ Coordinate with local waste haulers and recyclers on the pickup, transport and disposal of collected litter/recyclables.
- ◆ Organize a way to distribute materials and bags.

2 months before

- ◆ Plan an agenda for your target event day.
- ◆ Recruit volunteer groups.
- ◆ Plan drop-off location(s) for all collected materials.
- ◆ Obtain any permits needed to secure a safe event.
- ◆ Follow up and confirm plans and dates with local waste haulers/recyclers regarding pickup, deliver and disposal of collected litter/recyclables.

1 to 2 weeks before

- ◆ Check, check and triple check all logistics!

Day of Event

- ◆ Make sure site coordinators are in place at designated locations.
- ◆ Smile and have FUN!
- ◆ Thank everyone involved including you!

For help or more information call Keep Truckee Meadows Beautiful 775-851-5185!