

SOP Template: Post-event Breakdown, Waste Management, and Feedback Collection

This SOP details the procedures for **post-event breakdown, waste management, and feedback collection**, including safe and efficient dismantling of event structures, proper segregation and disposal of waste materials, recycling protocols, and systematic collection of participant and staff feedback. The goal is to ensure timely event closure, minimize environmental impact, and gather insights for continuous improvement of future events.

1. Post-event Breakdown

- 1. **Preparation**
 - Confirm end-of-event time with all teams.
 - Distribute duties among dedicated staff for breakdown zones.
 - Ensure all tools, PPE (Personal Protective Equipment), and safety gear are available.
- 2. **Dismantling Procedure**
 - Disconnect electrical supplies and ensure fire safety before breakdown begins.
 - Remove decorations, signage, and AV equipment carefully for potential reuse or recycling.
 - Disassemble structural elements (tents, stages, etc.) in a systematic order, following manufacturer guidelines.
 - Log and store reusable assets in designated storage.
- 3. **Final Site Walk-through**
 - Conduct a thorough inspection for overlooked materials or hazards.
 - Confirm that all materials are removed and spaces are clean.

2. Waste Management & Recycling

- 1. **Segregation**
 - Place labeled bins for recyclable, compostable, and general waste in all key event areas during takedown.
 - Instruct staff and vendors to ensure waste is correctly sorted.
- 2. **Collection & Disposal**
 - Allocate trained personnel to collect waste from all zones.
 - Transport segregated waste to designated points for recycling or disposal according to local regulations.
 - Document quantities of each waste type, if possible, for sustainability reporting.
- 3. **Recycling Protocols**
 - Partner with local recycling organizations for pickup or drop-off.
 - Ensure hazardous materials (batteries, electronics, chemicals) are handled by certified professionals.

Waste Type	Bin Color / Label	Disposal Instruction
General Waste	Black / "General Waste"	Dispose via municipal waste services
Recyclables (paper, plastic, cans)	Blue / "Recyclables"	Send to approved recycling facility
Organic/Compost	Green / "Compost"	Send to composting site
Hazardous/E-waste	Red / "Hazardous Waste"	Handled by specialist contractor

3. Feedback Collection

- 1. **Tool Preparation**
 - Develop digital or paper-based feedback forms for participants, vendors, and staff.
 - Include questions on logistics, satisfaction, sustainability, and suggestions.
- 2. **Distribution & Collection**
 - Distribute forms via email, QR codes, or at exit points as the event concludes.
 - Set a deadline for feedback submission (typically within 3 days post-event).
- 3. **Analysis & Reporting**
 - Aggregate responses and highlight key themes, issues, and recommendations.
 - Summarize feedback in a post-event report to be reviewed by organizers and stakeholders.
 - Document action items for improvement in future events.

4. Roles & Responsibilities

Role	Responsibility
Event Manager	Oversees overall breakdown, waste management, and feedback process
Waste Supervisor	Coordinates waste segregation and disposal; liaises with recycling agencies
Feedback Coordinator	Prepares feedback tools, collects, and summarizes responses
Team Leaders	Ensure their teams follow breakdown, safety, and waste protocols

5. Documentation & Reporting

- Maintain a checklist for each zone during breakdown and waste collection.
- File all waste disposal receipts and recycling certificates.
- Store feedback reports and lessons learned in the event folder for future planning.