

Litter Toolkit Event Planner

Step 1: Identify a Group Leader

This will be the person responsible for working with Keep Brazos Beautiful to finalize planning, collect waivers from participants, pick up supplies from the Keep Brazos Beautiful office, and provide a safety briefing for the group the day of the event.

Step 2: Choose Date and Time

Since you will host the cleanup yourself, this program is incredibly flexible, and we can accommodate almost any date and time you choose. Pick any date and time that works best for you.

Step 3: Choose a Cleanup Type

Once you have chosen what works best for your organization, we can help you identify places that need cleanups, and make a suggestion. We will work with the City to coordinate the approval process, and trash collection after cleanup.

	City of Bryan		City of College Station	
	Park Cleanup	Roadside Cleanup	Park Cleanup	Roadside Cleanup
Group Size	1-40 people	1-100+ people	1-40 people	1-100+ people
Time to clean	Average 1 hour	Average 1.5 hours	Average 1 hour	Average 1.5 hours
Waiver Requirements	Required for each participant in groups over 30, otherwise one group waiver signed by group leader.	One Group Waiver signed by group leader.	Waiver required for each participant.	Waiver required for each participant.

Step 4: Plan a Time to Pick up Supplies

Keep Brazos Beautiful is able to provide supplies for your cleanup project! You will receive litter grabbers, trash bags, gloves, safety vests (for roadside cleanups), and first aid kits. Supplies can be picked up from our office by appointment only. Appointments are made Monday and Wednesdays from 9:30 to 2:00 and Friday from 9:30 to 12:00. Special accommodations can be made in some circumstances.

Step 5: Commit to a Return Date

Since we have many groups going out, it is important that the supplies are returned as quickly as possible after the cleanup event. All supplies are required to be dropped back off **within one week** of checkout. Supplies not returned in a timely manner may result in your group not being able to check out supplies in the future. Supplies can be dropped of at any time to our office. If it is not during office hours, there is a return bin outside that they can be left in.

Step 6: Use Our Online Registration Tool

Once you have your event planned out, you can register it with Keep Brazos Beautiful. It will be helpful to have the event mapped out before registering so that you can provide accurate details about your cleanup. If you have any questions, please contact erin@keepbrazosbeautiful.org or call 979-775-3569.

Visit www.keepbrazosbeautiful.org/littertoolkit to register today!