



City of Sacramento – Special Event Waste Management

Submission Packet Cover Sheet & Checklist

- Submit this cover sheet with your complete packet.
- Packets missing required documents will be automatically rejected.
- Email to **wastecompliance@cityofsacramento.org** at least 30 days before the event.

Required Item	Included (✓)	Notes
Submission Packet Cover Sheet & Checklist		
Completed Waste Plan (fillable PDF)		
Event Site Map (all waste containers, food areas, restrooms)		
Proof of Service for each stream (signed hauler agreements/confirmations)		

Organizer Information

Event Name:	
Event Date(s):	
Event Location:	
Organizer/Company:	
Contact Name:	
Phone:	
Email:	

Certification

I certify that this packet is complete and includes all required documents. I understand that incomplete or piecemeal submissions will be rejected.

Signature: _____ Date: _____