

Checklist for Promoting Green Events

A. Waste Management

A1 Formulate environmental requirements for waste disposal

- Develop strategies, plans and measures related to waste disposal

A2 Figure out the quantities and types of waste and recyclables

- By reviewing the data from previous years, list out the top three types of waste with the highest disposal amount
- Conduct waste audit and record the weight of various waste and recyclables collected during the event
- Explore ways to reduce disposal and increase the possibility for recycling

A3 Include waste reduction clauses in the contract

- Request the vendors / exhibitors to reduce waste generation and handle the remaining materials properly after the event
- Request the cleansing contractor to collect recycled items and assist in sorting of the recyclable materials

A4 Encourage stakeholders to participate in waste reduction and recycling

- Introduce incentives (such as discount offer) to encourage participants to practice waste reduction and recycling
- Cooperate with exhibitors / vendors and provide support when necessary
- Cooperate with non-government organisations to collect reusable materials

B. Venue Set-up

B1 Simplify venue set-up

- Use reusable marquees for setting up booths
- Reduce or avoid complicated design for decorations
- Properly store and repair the decoration materials for future reuse

C. Food and Beverage

C1 Reduce using disposable utensils and tableware

- Provide water refilling station
- Reduce adopting one-off containers and encourage plastic-free
- Offer discount to customers who bring their own containers

C2 Properly dispose of leftover food and food waste

- Collect food waste for recycling
- Donate surplus and edible food to food banks or charities

D. Promotion Materials

D1 Reduce unnecessary resources

- Adopt E-registration / E-invitation
- Upload activity pamphlets and other promotion materials to the event website and social media platform
- Reduce packaging materials for promotional giveaways and avoid distributing excessive souvenirs
- Choose the gifts / souvenirs that are recyclable and reusable
- Avoid printing specific event date on the promotion materials (such as posters, banners, signage and booths) so that they can be reused

E. Education

E1 Educate event participants on waste reduction and recycling

- Upload related information such as “Green Tips for Events” to social media platform
- Make announcement via on-site broadcast or TV commercial to remind participants of the event waste reduction measures

E2 Educate frontline staff and exhibitors / vendors of the related waste reduction and recycling

- Guide the staff and volunteers to distinguish between the recyclable and non-recyclable items
- Remind the exhibitors / vendors to separate the recyclables and rubbish, and put them in the correct bins before move-outing

F. Procurement

F1 Purchase reusable or recyclable items

- Avoid purchasing disposable items (e.g. paper cups, etc.)
- Consider renting of equipment and tools, and avoid buying brand new products
- Adoption of single material instead of multi-layer composite material for the production of promotional items
- Give higher priority to products made of recycled materials

G. Clean Recycling

G1 Place the recycling facilities properly

- Set-up the recycling bins at prominent and convenient locations
- Place a rubbish bin beside the recycling bins in order to let the participants to dispose of their non-recyclable items
- Place an outstanding stand or banner besides the recycling bins
- Deploy green ambassadors to station at the recycling station and remind participants to practice clean recycling

G2 Recycling Right

- Encourage the exhibitors / vendors to adopt waste reduction measures and participate in recycling (such as showing the location map and Know-how Instruction on the recycling facilities)
- Provide transparent bags to collect recyclables
- Arrange for qualified recyclers to collect the recyclables