

Best Practice Guide for organising Environmentally-Friendly Events



In support of
the Singapore Green Plan 2030,
the Public Sector will strive for our events to be environmentally sustainable and to meet high public hygiene standards.

This Best Practice Guide identifies a list of environmentally-friendly actions we can take when organising events. We encourage our partners to also follow these guidelines.

The best practices are grouped into:

- **Must do**
- **Good to do**

Venue Selection & Event Invitation

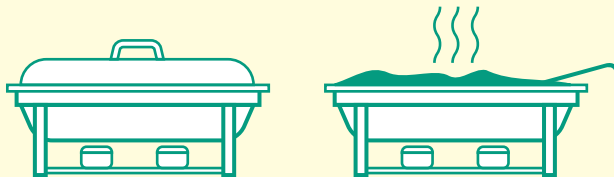
- Pick green venues that have lower carbon footprint (e.g. hotels and event spaces with Green Mark credentials).
- Encourage guests to take public transport to the venue, or to carpool, in the invitation.
- Provide participants with information and maps on public transport to the venue.
- Select venues with Green Mark Platinum certification or equivalent.



- Select the green event package if offered by venue provider.
- Where possible, select venues located near public transport services such as MRT stations.
- Consider providing shuttle services to the nearest public transport hub, if venue is inaccessible by public transport.

Catering

- Set a Zero Food Waste goal for the event. It is usually sufficient to order for 10–15% less than the number of guests attending. Check with the caterer on the appropriate quantity of rice or noodles to order, as carbohydrates are commonly wasted at catered events.
- Avoid controversial dishes featuring endangered animals (e.g. shark's fin).
- Avoid the use of disposables. Provide reusable crockery and cutlery such as melamine wares, and designated Return Points for participants to return them.



- Adopt a BYO policy - request participants to bring their own cup, cutlery and container.
- Provide designated food waste bins if premises or caterers have a separate food waste management system, and request participants to dispose their leftover food in the food waste bins.
- Food waste bins should have clear instructions on what should/should not be placed inside to make it easier for the participants to recycle.
- Ask the caterer if the ingredients for the dishes could be sourced locally as much as possible.



Event Materials and Collaterals

- Adopt paperless registration and e-marketing methods.
- Minimise the distribution of hardcopy printouts, and provide URL links or QR codes to share information/documents and conduct surveys.
- If printouts are necessary, print on both sides using paper accredited with the Singapore Green Label scheme.
- If publications, brochures and pamphlets are necessary, they should be placed at the event entrance, so participants can choose whether to take a copy.
- Minimise the packaging for collaterals.
- Give participants the option to decline goodie bags



- Avoid giving out goodie bags as far as possible. If goodie bags are necessary, select sturdy reusable bags made from sustainable or recyclable materials, and items which are functional and meaningful for the event.
- Select practical tokens of appreciation (e.g. a potted plant or a functional item) if one must be given out.
- Select sustainable materials for awards and trophies whenever possible.
- Display anti-littering, water conservation and other relevant environmental messages or posters at prominent locations.
- Provide signages to direct participants to water coolers or water dispensers, if these are available.

Electricity and Water Usage

- Request for venue air-conditioning temperature to be set at 25°C, and set a cooler attire as the dress code which would still be appropriate for the attendees (e.g., office attire without tie instead of suit with tie).
- Avoid energy intensive lighting such as halogen lights.
- Pick venues certified with Water Efficient Building (WEB) (Basic).



- Minimise the use of decorative displays that need electricity to run.
- Use natural lighting or ventilation wherever possible.
- Display hotline number for the public to report problems with water leakage or faulty water fittings, as well as general cleanliness/hygiene.

Waste Management

- Co-locate general trash and recycling bins at visible and convenient locations. (e.g. at entrance/exit of venue). Recycling bins must have clear instructions on what items should/should not be placed in them.
- Avoid giving out disposable bags except in situations where hygiene and safety will be compromised, such as providing plastic trash bags for litter-picking activities.
- Avoid the use of bottled/package water. Provide water dispensers or water jugs and reusable cups.
- If bottled/package water must be provided, place them at the event entrance. Provide signages to prompt participants to consider taking them only if needed. The signages should also remind participants to recycle the empty bottles after use. Provide clearly labelled recycling bins to collect the empty plastic bottles.
- Collect lanyards and ID cases at the end of the event for re-use.
- Avoid the use of confetti in launch mechanisms.



- Use e-backdrops and multimedia videos for the opening ceremony.
- Avoid elaborate launch mechanisms, stage backdrops, signage, banners, exhibition booths or panels that are high cost and single use.
- Locate the bins near a washing point so that the recyclables can be washed prior to disposal.

Public Hygiene

- Keep venue clean at all times.
- Apply vector control measures at venues where vectors such as mosquitoes are likely to be present.



- If necessary to provide portable toilets, ensure sufficient cubicles are provided for the event.
- Encourage guests to clean up before they leave the venue.

Green Announcements

Here are some suggested lines that can be included in the emcee script for events.



Standard Housekeeping

Announcements on keeping the place clean, reducing waste and using recycling and litter bins should be written into emcee scripts for all events, where applicable. You are free to amend the announcements to fit your event, as long as the original message is intact.



Reduce Waste

"Let's protect our environment by taking fewer plastic bags."

"Choose recycled products or products with minimal packaging. Make 'green' choices a part of your life."



Clean & Green Singapore

"Water is precious. Make every drop count."

"Reduce, reuse, recycle! Live a 3R Zero Waste Lifestyle."



Recycling

"Check that your item can be recycled. Clean and rinse your item if it contains, or is stained by food or liquids. You can help reduce contamination of our recycling bins by recycling right."

"Use re-usable bags instead of plastic bags for your groceries!"



Save Energy

"The air-conditioning has been set to 25°C for your comfort and to conserve energy."

"You can also do the same at home to save energy!"

"When you are at home, remember to switch off appliances at the socket when not in use."



Litter-Free

"Please bag your litter and throw it into the litter bins around you for a 'litter-free' Singapore. Together, let's make this event 'litter-free'!"

More examples of lines at various points of the event.



Start of event

"Please help us to reduce waste at this event by not taking more materials/collaterals than you need."

"Do help to return your used utensils/crockery to the collection points."



During event

"If you have items that can be recycled, please use the recycling bins provided. These bins are located at ____."



End of event

"Do return your lanyards and ID tags to us for reuse."