

# BEST PRACTICE GUIDE FOR ORGANISING ENVIRONMENTALLY- FRIENDLY EVENTS

The Best Practice Guide identifies a list of environmentally-friendly actions that event organisers can take when organising events. Partners are encouraged to follow these guidelines, in support of the Singapore Green Plan 2030.



## VENUE SELECTION & EVENT INVITATION

- 1** If using an external indoor venue, select venues with a valid Green Mark Platinum rating or equivalent.
- 2** If using an external indoor venue, select venues with Water Efficient Building (WEB) (Basic) certification.
- 3** Request for the indoor air-conditioning temperature to be set at 25°C or higher. Select a cooler attire as the dress code which would still be appropriate for the attendees.
- 4** In the event invitation, provide public transport directions to the venue. If the venue is inaccessible by public transport, encourage guests to carpool and consider providing shuttle services to the nearest public transport hub.



BCA GREEN MARK



Ministry of Sustainability  
and the Environment  
**SINGAPORE**

**SG GREEN PLAN**

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# CATERING



- 1** Cater for the expected number of guests (or less). Check with the caterer on the appropriate quantity of rice/noodles to order, as carbohydrates are commonly wasted at catered events.
- 2** Select caterers that use sustainably-procured ingredients.
- 3** Avoid controversial dishes featuring endangered animals (e.g. shark fin).
- 4** Minimise the use of disposables. Provide reusable crockery and cutlery, and designated return points for participants to return them. If the use of disposables is unavoidable, request for participants to bring their own cup, cutlery and container.
- 5** Avoid the use of bottled/packaged water. Provide water dispensers or water jugs and reusable cups. If bottled/packaged water must be provided, provide recycling bins and signages to direct participants to recycling bins, and remind participants to recycle the empty bottles/packaging.

# EVENT MATERIALS & COLLATERALS

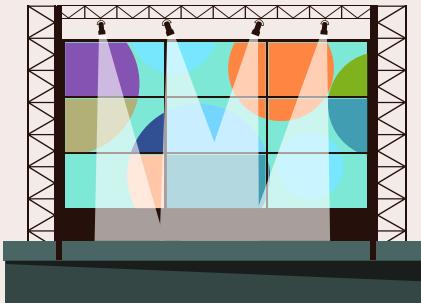


- 1** Adopt paperless registration, e-marketing methods and e-tickets. If printouts are necessary, print on both sides using paper accredited with the Enhanced Singapore Green Label (SGLS+) by the Singapore Environment Council.
- 2** Minimise giving out goodie bags and collaterals. If these are necessary, select items made from sustainable or recyclable materials, and that are practical and meaningful. Allow participants to opt-in to receive at the point of registration.
- 3** Print generic designs on lanyards so that they can be reused for other events. Collect lanyards and ID cases at the end of the event for re-use.
- 4** Avoid single-use event setups. Reuse event materials where possible.



# ELECTRICITY

- 1 For event décor or stage lights, use energy efficient lighting (e.g. lamps with 3-tick rating under MELS or LED lamps/luminaires).



# WASTE MANAGEMENT

- 1 Co-locate general trash and recycling bins at visible and convenient locations. Recycling bins must have clear instructions on what items should/should not be placed in them. If possible, locate the bins near a washing point so that the recyclables can be washed prior to disposal.
- 2 Provide designated food waste bins if the venue or caterer has a separate food waste management system, and request for participants to discard their leftover food in the food waste bins.

