

## CHECKLIST FOR ENVIRONMENTALLY- FRIENDLY EVENTS

Best Practices	Please tick, if completed.	Remarks
<b>Minimise hardcopies by:</b>		
- Using paperless registration, communication and marketing methods		
- Using recycled paper, or use both sides of the paper, if printing		
<b>Minimise use of disposables by:</b>		
- Setting up water dispensers and encouraging participants to bring their own bottles		
- Providing reusable crockery and utensils for refreshments e.g. melamine ware		
- Providing crockery and utensils made of recycled materials if disposables cannot be avoided		
<b>Save energy by:</b>		
- Using energy efficient lights in exhibits or displays		
<b>Keep the venue clean by:</b>		
- Providing recycling and waste bins at convenient locations with clear and prominent signage		
- Engaging cleaning contractor to ensure cleanliness of the event		
- Emcee announcements, displaying anti-littering and recycling messages on stage, on screen, or at strategic locations to remind participants to keep the venue clean and recycle. Play the 'Be Kind, Keep Clean' jingle to encourage everyone to keep the premise clean.		
- Discourage the use of confetti and aerosol foam cans		
- Deploying marshals to encourage participants to bin their litter and recyclable waste such as bottles		
<b>Be environmentally friendly by:</b>		
- Reusing exhibit / equipment / collateral		
- Recycling materials that cannot be reused		
- Avoiding controversial dishes for refreshments		
- Incorporating reused products or products that are sustainable into stage / exhibition design		

