



Best Practice Guide for organising ENVIRONMENTALLY-FRIENDLY EVENTS

The best practices are grouped into 2 tiers

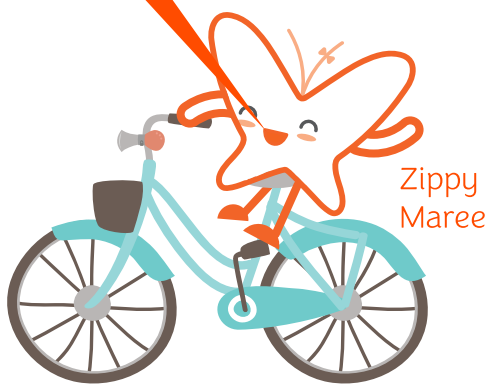
COMPULSORY

HIGH VISIBILITY + HIGH IMPACT

GOOD TO HAVE

TO IMPLEMENT WHENEVER FEASIBLE

Walk or cycle to nearby destinations



Zippy Maree

THE GUIDE

The Public Sector supports the Sustainable Singapore Movement. We strive to ensure that our events are environmentally sustainable and meet high public hygiene standards.

This Best Practice Guide identifies a list of environmentally-friendly actions when organising events, whether internal or external.

Our events should be a positive example to the public that we are environmentally responsible, prudent in the way we use resources, and walk the talk on taking climate action. External partners are encouraged to follow these guidelines if they are joint organisers.



Set your air-conditioner to 25°C

25°



Smart Eddie

Venue Selection

- Pick green venues which will 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.

- Give preference to higher Green Mark rating venues.
- 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.

Waste Management

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 plastic 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 plastic bottled water. Provide water dispensers or water jugs and reusable cups.
- If plastic bottled water must be provided, place them at the event entrance so participants can choose whether to take them. Make sure to provide clearly labelled recycling bins to collect the empty plastic bottles.
- Adopt paperless registration and e-marketing methods.
- Collect lanyards and ID cases at the end of the event for re-use.

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 caterer on appropriate quantity of rice or noodles to order, as carbohydrate items are commonly wasted at catered events.
- Avoid controversial dishes featuring endangered animals (e.g. sharks fin).
- Avoid the use of disposables. Provide reusable crockery and cutlery such as melamine, and designated Return Points for participants to return them.

Event Materials and Collaterals

- Adopt e-communication 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.
- Incorporate environmental messages in event communication and marketing, where appropriate, as well as in emcee script.

Waste Management

- 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.

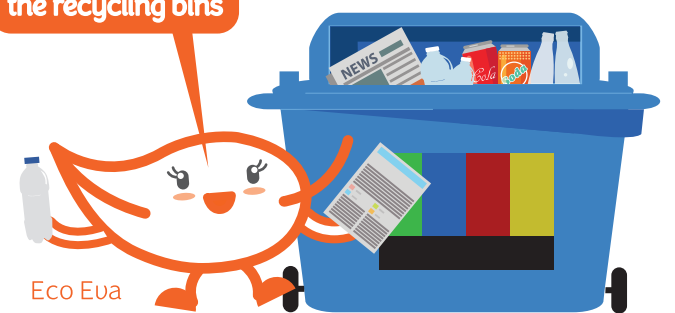
Catering

- Encourage BYO policy – Bring Your Own cup, cutlery and crockery.
- Encourage participants to dispose of their leftover food into designated food waste bins (if premises have a separate food waste management system).
- Food waste bins should have clear instructions on what should/should not be placed inside to make it easier for the participants to recycle.

Event Materials and Collaterals

- Avoid giving out goodie bags as far as possible. If goodie bags are necessary, select items which are meaningful for the event and functional.
- Select practical tokens of appreciation (e.g. a potted plant or a functional item).
- Select sustainable materials for awards and trophies whenever possible.
- Display anti-littering, water conservation and other relevant environmental messages or posters at prominent locations.

Put recyclables in the recycling bins



Eco Eva

Electricity and Water Usage

- Set venue air-conditioner at 25°C.
- 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.

Public Hygiene

- Keep venue clean at all times. Encourage guests to clean up before they leave the venue.
- If necessary to provide portable toilets, ensure

- sufficient cubicles are provided for the event.
- Apply vector control measures at venues where vectors such as mosquitoes likely to be present.



ENVIRONMENTAL ANNOUNCEMENTS

to be made by Emcees

HERE ARE SOME SUGGESTED LINES THAT CAN BE INCLUDED IN 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.

Where appropriate, emcees can also include announcements to encourage participants to lead a Clean and Green lifestyle.

CLEAN & GREEN SINGAPORE MESSAGES



"Let's adopt a Clean & Green lifestyle!
There are simple steps that you can take in your daily life to protect our environment!"



"Plant a seed; plant your kids' future.
Don't take their future for granted. Every little effort helps."



"Water is precious. Make every drop count."
"Saving water is in our hands. Use water wisely."



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



"A Clean & Green Lifestyle starts with you and me. Start doing your part for our environment today."

LITTER-FREE



"Let's Clean Up' this event site. Just Bin It.
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'!**"



"Everyone, a clean and 'litter-free' Singapore requires everyone's effort.
Please throw your litter into the litterbins around you. Let's Clean Up and Just Bin It."



"Let's play our part for a clean and 'litter-free' Singapore! Let's Clean Up and Just Bin It. Please hold on to your unwanted items and dispose it into the litterbins around you."

SAVE ENERGY



"Is the temperature of the area to your liking?
The air-conditioning has been set to 25°C for your comfort and to conserve energy."
"Remember to set the air-conditioning to 25°C or above at home as well to save energy!"



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

REDUCE WASTE



"Do not take more than you need.
Let's use less fewer plastic bags."
"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."

RECYCLING



"Remember to recycle."
"Please **deposit your recyclables in the recycling bins** provided."



"Make recycling your habit from today!
Just look out for the recycling bins."
"Think before you throw!
The items in your hands could be recycled!"



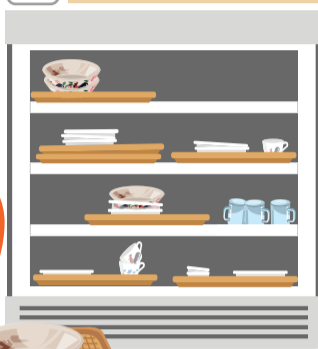
"Please do not deposit food and liquid waste into the recycling bins. Empty containers, and rinse if necessary."



"Use re-usable bags instead of plastic bags for your groceries!"
"Please do not throw dirty containers into the recycling bins
Empty and rinse off all food and liquid waste before placing into recycling bins."

Be kind! Return your tray after eating

Tray Return Point



Caring Cora



A SUGGESTED EXAMPLE IS SHOWN BELOW:

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

A gentle reminder to everyone to hold on to any rubbish for disposal in the litter bins later. If you have items that can be recycled, please use the recycling bins provided. These bins are located at _____.

End of event

Do take a look around you and help to keep the place clean before leaving.

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

Support going green at your workplace

Smiley Ray

