

# SHORT NOTES OF GREEN EVENT GUIDEBOOK

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THE GUIDEBOOK  
(Chinese Version Only)

Hong Kong, as an Asia's world city, organises different types of colourful and exciting events every year which also created huge amount of waste.

To support the event organisers to plan and deliver a more environmentally friendly event, Environmental Protection Department ("EPD") and Business Environment Council ("BEC") jointly launched a Green Event Guidebook ("the Guide") on 11 December 2017, which aims to assist event organisers and other related stakeholders in formulating a comprehensive waste management system when organising events.

With practical guidance and useful examples as reference, the Guide would help the event organisers to integrate green initiatives throughout all stages of the events, to enhance event stakeholders' sense of involvement, and finally to 'Dump Less, Save More'.

## OVERVIEW OF WASTE MANAGEMENT MEASURES AT DIFFERENT STAGES OF THE EVENT

### WASTE PREVENTION – BEFORE THE EVENT

Early planning plays an essential role in effective resource conservation which in turn results in waste reduction.

#### I. Choose **GREEN** gifts/ souvenirs



A medal made of waste wine crate



Receive HK\$80 dollars discount if the applicants opt out of the event T-shirt.

#### II. Consider using sustainable communication and marketing channels



Electronic communication channels  
2017 CCB (Asia) Hong Kong Wine & Dine Festival

#### III. Reduce or Replace one-off materials



Replace disposable cups  
Marvel 10K Weekend  
2017



Mug Deposit System  
Hong Kong Sevens 2017  
HSBC Sevens Village



Water refill stations -  
Standard Chartered  
Hong Kong Marathon  
2017

## EFFECTIVE COLLECTION OF WASTE AND RECYCLABLES DURING THE EVENT

The event organisers should properly sort waste and set up appropriate recyclable collection facilities. In the meantime, they should also ensure all stakeholders clearly understand the guidelines and related information on proper recycling.

### I. Choose the right bins to collect recyclables



"Pour Here Before Recycle" Bins  
Hong Kong Sevens 2017

### II. Prepare conspicuous signage



Resource Recycling Stations  
2017 CCB (Asia) Hong Kong Wine & Dine Festival (Left) ; HKSevens Central 2017 (Right)

### III. Enlist Green Ambassadors



Green Ambassadors  
2017 CCB (Asia) Hong Kong Wine & Dine Festival (Left);  
England Glastonbury Festival 2017 (Right)

## DONATE, REUSE AND RECYCLE – AFTER THE EVENT

The event organisers should properly handle the resources after use, such as collecting them for reuse, donation or recycling according to their natures.

Item(s)	Measure(s)
Wine Crates 	Donation for upcycling
Surplus Edible Food 	Donation 
Wood Pallets 	Recycling, Reuse or Donation
Plants (Yard Waste) 	Donation or Recycling
Marquees 	Reuse or Donation 
Books 	Reuse or Donation or Recycling
Bamboo 	Reuse or Donation or Recycling
Food Waste 	Recycling
Glass Bottles	Reuse, Upcycling or Recycling

Besides, an event involves divergent stakeholders, namely an event organiser, venue provider, sponsor(s), contractors, volunteers, event participants, media, etc. The event organisers need to closely communicate with the key stakeholders so as to optimise the work flow and develop rapport with all related parties in achieving waste minimisation and recycling.



The Green Event Guidebook is now available [HERE](#)

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### About Business Environment Council Limited 商界環保協會有限公司

Business Environment Council Limited (“BEC”) is an independent, charitable membership organisation, established by the business sector in Hong Kong. Since its establishment in 1992, BEC has been at the forefront of promoting environmental excellence by advocating the uptake of clean technologies and practices which reduce waste, conserve resources, prevent pollution and improve corporate environmental and social responsibility. BEC offers sustainable solutions and professional services covering advisory, research, assessment, training and award programs for government, business and the community, thus enabling environmental protection and contributing to the transition to a low carbon economy.