



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

CAMPUS SUSTAINABILITY COMMITTEE
CAMPUS SUSTAINABILITY OFFICE

Green Tips - Nov 2018

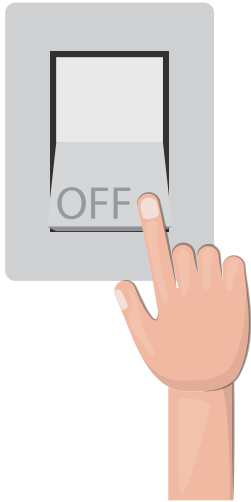


PolyU Green Campus



Tips for Organizing a Green Event

Extracted from PolyU Guideline for Green Promotion and Campus Activities
(URL: <https://polyu.hk/ObBKV>)



Turn off all lights,
air-conditioning
and equipment
before leaving the
venues.



DIGITAL MARKETING



Use electronic means and social media for publicity. Provide QR code and website for information search and dissemination.



Estimate carefully the amount of food needed. Serve low carbon food and beverages (less meat and more seasonal, locally grown organic produce) and sustainable food items as far as practicable.



Re-think if banner production is necessary. If it is still needed, avoid printing the date or reuse it again for the next time.



Encourage BYO (Bring Your Own) and provide reusable cutleries, or choose cutlery rental services in the market (e.g. WeUse Tableware Rental Service). Set up water refilling stations.



Minimize wastage at source and promote recycling. Inform participants about the recycling arrangement in place.



Share your leftover materials with others through channels like ResourcesSharing@PolyU when your events finish.



Sources: St. James' Settlement
Jockey Club Upcycling Centre

If gifts and souvenirs have to be given out, explore green products (e.g. medal made from waste wine crate, umbrella bag made from recycled fabric). Avoid distribution of plastic and "environmentally-friendly" bags.

Want to know more?

- A Waste Reduction Guidebook for Large Scale Event Organisers
<https://bit.ly/2q7XaMW>
- Green Event Waste Reduction Practice Handbook
<https://bit.ly/2Sjkflr>