

## **Green Event Checklist**

### **Counter and Games**

- Avoid plastic to cover promotional boards (tie cardboards together to make them stronger instead)
- Make use of the back side of waste paper for scrap paper
- Post announcements on a bulletin board instead of distributing individual copies
- Separate recyclable paper, plastics and metals from general waste to facility waste separation
- Use both sides of paper when printing and copying
- Use cardboard boxes instead of foam board (Foam boards are not accepted by the recycler on campus)
- Use reusable/recyclable materials to save the earth as well as your pocket such as generic design banner


### **Souvenirs and Leaflets**

- Avoid using dates on leaflets/materials (so they can be used next year)
- Consider using Century Gothic font style to reduce ink use in printing
- For printing drafts/related documents within Society: set to lower printing resolution e.g. Econoprint or Ecoprint mode to save toner  
Where applicable, set as default mode or use alternative printer ink e.g soy-ink or ask reputable environmental printing companies to assist
- Pens: Use recycled ballpoint pens
- Choose souvenirs made of recycled/biodegradable materials
- Reduce printing quantity to amount as you need, and utilize electronic medium where possible
- Purchase products in returnable/reusable bulk containers/ refillable applicators
- Eliminate all printing by using creative eco-friendly promotion methods
- Reduce paper margins and use smaller font size or set them as the page setup default
- Use 100% recycled paper or sustainably-sourced paper
- Use both sides of paper when printing and copying
- Use notepads made from recycled paper, without spiral or plastic covers as they cannot be recycled

### Big Decoration

- Avoid gluing/sticking on recyclable products, as they make them non-recyclable
- Choose environmentally friendly paints which are non-toxic
- Design the decorations so that they can be easily dismantled for recycling purposes
- Make use of the backside of waste paper
- Use reusable/recyclable materials to design your big decorations
- Create only one decoration for the duration of the promotion period

### Others

- Arrange appropriate quantity of food for official functions to reduce food waste/ encourage participants to take home any leftover food, and donate untouched leftovers to organizations or use as composting
- Do not use disposable containers and utensils to serve drinks and food during society gatherings. Alternatively ask canteens on campus to lend reusable utensils and ensure return
- Offer vegetarian meals
- Issue newsletters, brochures, handbooks and other promotional materials in e-format to minimize the number of hardcopies distributed
- Contact LG1 campus caterer to ask for option of the food waste composting
- Post announcements on Campus eboard instead of distributing individual copies
- Reduce paper use by electronic means e.g make good use of emails or by using the electronic document management systems (EDMS) for e-filing
- Send e-copies of agenda and minutes for meetings instead of printing hard copies
- When using recycled paper, add the  logo with the message *Printed on Recycled Paper*