

## Sustainable Event Checklist

Have you thought if the event you're organising is eco-friendly? Follow this interactive checklist below to make sure you're throwing a green event and help HKU Ditch Disposable! Just click the box to select your answer!

### Food and Beverages

#	Items	Yes	No	N/A
1	The event will hire a catering service.			
2	An appropriate amount of food has been ordered according to the number of participants.			
3	Reminded participants to bring reusable containers and utensils.			
4	Reminded participants to bring their reusable water bottles and the <a href="#">HKU water map</a> has been provided.			
5	Reusable tableware has been rented from HKU canteens or off campus sources.			
6	Requested caterer to provide reusable tableware.			
7	Purchased or rented reusable water pitchers and cups.			
8	Single serve tetra packs and containers have not been ordered/purchased.			
9	Leftovers will be shared with participants to take home and/or be donated to local charities (such as <a href="#">Food Angel</a> , <a href="#">Feeding Hong Kong</a> , <a href="#">Food Grace</a> ).			

### Activities and Resources

#	Items	Yes	No	N/A
1	Used reusable and recyclable materials for decorations.			
2	Refrained from distributing unnecessary souvenirs.			
3	If souvenirs and other items are distributed, minimal or no packaging is used.			
4	Leftover event T-shirts were reused.			
5	Souvenirs have minimal designs to ensure participants will continue to use them.			
6	For lucky draw, electronic random generators have been used instead of paper.			
7	Refrained from distributing fluorescent lights or glow sticks during the event.			
8	Used recycled paper to cover the table for arts and crafts.			

### Publicity and Marketing

#	Items	Yes	No	N/A
1	Used electronic communication for event information and promotion.			
2	For printed material, used recycled and/or FSC certified paper.			
3	Reused an existing banner for multiple occasions (ie. no specific date is printed).			
4	Used electronic displays during the event (ie. projectors, TV, E-banners)			

### Waste

#	Items	Yes	No	N/A
1	Arranged recycling bins for the event so participants can conveniently recycle.			
2	Items and materials have been reused or donated where possible.			
3	Waste is properly sorted and recycled.			

Note: You can hire SSID to assist you in waste management. Contact Nigel Lo at [nigel.lo@ssid.hk](mailto:nigel.lo@ssid.hk) for more information.

Are majority of your ticks “Yes”? You’re a Ditch Disposable champion! Keep it up!

Did you tick “No” too many times? Don’t worry we got your back! Check out our Event Organisers Toolkit for tips on how to throw a green and sustainable event or email us at [sustainability@hku.hk](mailto:sustainability@hku.hk) with your questions!