



CityU Green Event Planning

Facilities Management Office

30 November 2018



Start from Zero

Venue Booking

From...

- FMO – e.g. Blue Zone, 4/F, YEUNG
- SDS – e.g. James Liu MPR, BOC
- SCM – e.g. Lobby, G/F, CMC
- SRO – e.g. Multi-function Hall

Reserve venue first!



Different type of events

- Exhibition
- Ceremony
- Conference / Meeting
- Performance
- Etc.....

Plan your logistics arrangement...



FMO's support in organizing events

- Stage
- Banner / backdrop
- Display unit
- Furniture
- Plant
- Extension Cord
- Moving
- Cleaning
- Security
- Lighting (CDO)
- Audio Visual (CSC)

Green Event Planning

<http://www6.cityu.edu.hk/sustainability/public/pledge/>

Reuse

Event resources

Cutlery sets / cups

Reduce

Paper consumption

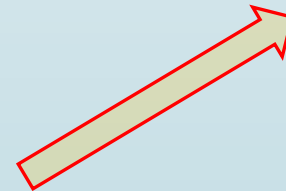
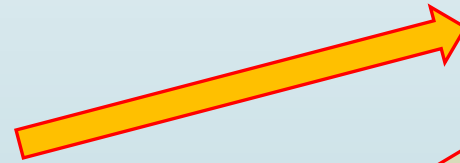
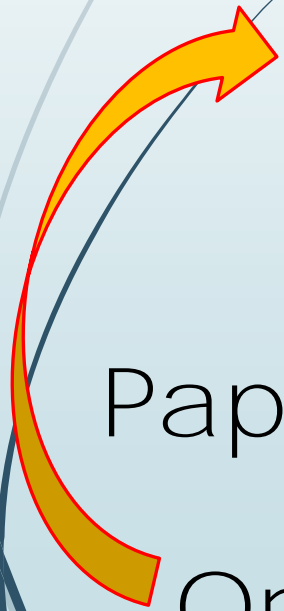
One-off disposable items

Restore

Event materials

Recycle

Food waste





Green Event Planning

<http://www6.cityu.edu.hk/sustainability/public/pledge/>

37 departments signed the pledge
(as of 29 Nov 2018)

Have your department signed the pledges?

Stage



Stage of 2' height with skirting

Stage



Stage of 8" height with skirting

Stage Carpet



Restore



Banner / Backdrop



Vinyl Backdrop using wooden board

Banner / Backdrop



Foam Board Backdrop using display unit



Banner / Backdrop



Rental LED wall
(Contractor)



Banner / Backdrop



Example: 2017 Congregation

Banner / Backdrop



Example: 2018 Congregation

Banner / Backdrop



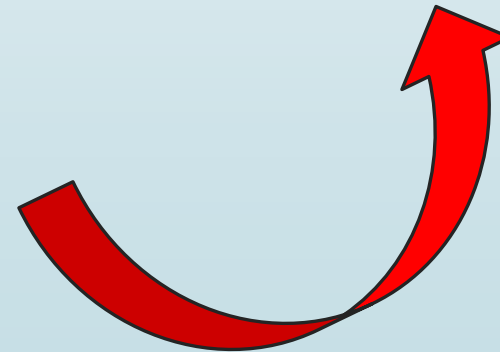
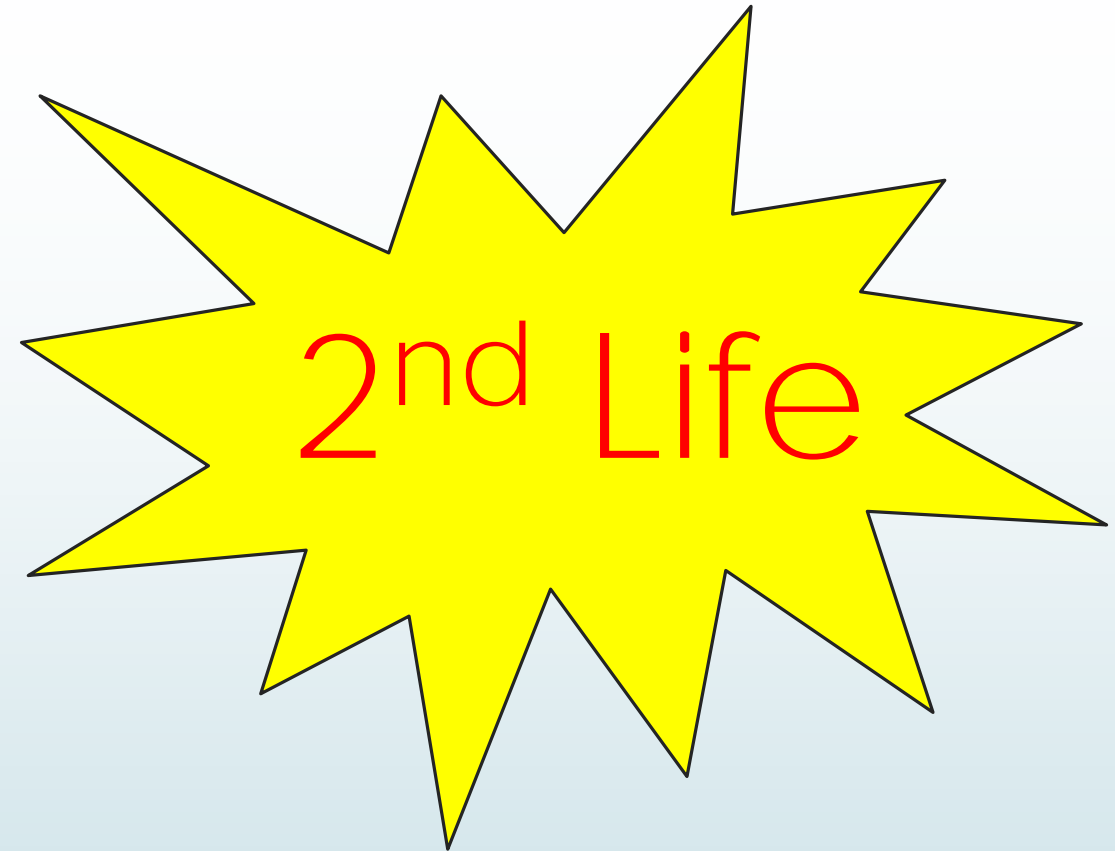
No year indicated

Banner / Backdrop



With year indicated

Banner / Backdrop



Furniture

Folding Table



Folding Table (in LAU only)



Green Table cloth



Burgundy Table cloth (in LAU only)



Furniture

Round Table



Examination Table



Bar Table



Furniture



PVC Chair

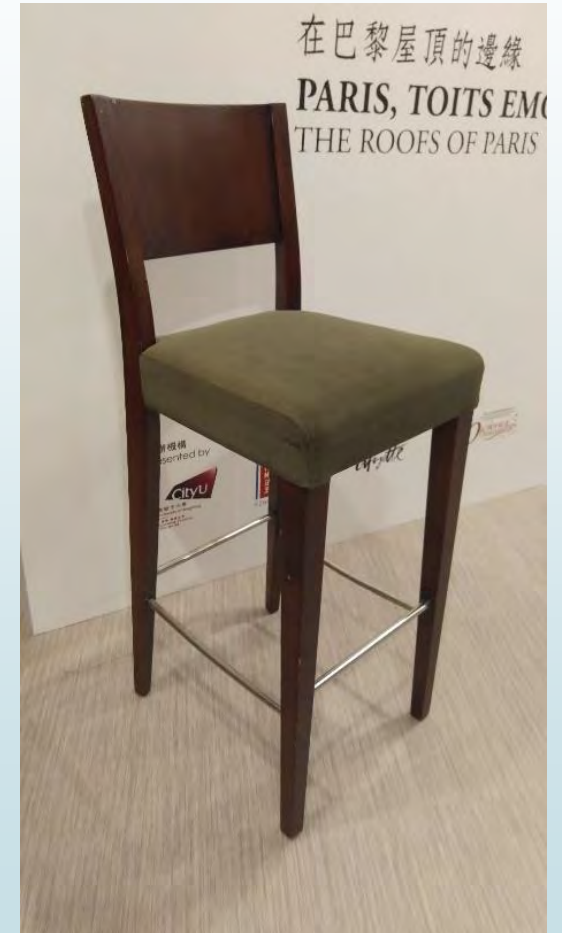


Cushion Chair



(in LAU Only)

Bar Chair



Furniture

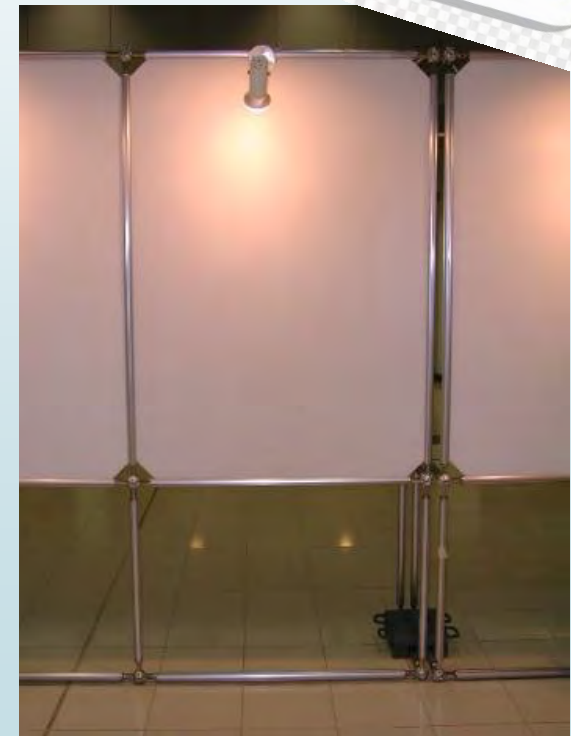


(in LAU only)

Display unit



Reuse Event resources
Reduce energy consumption



Display unit

Restore event materials
Recycle event materials



Extension cord

Rethink material

Reduce event materials
Restore event materials

Decoration



Minimize size

Plants





Other scopes in organizing events

Preparing conference / meeting...

Paperless Conference booklet



Use QR code to
download e-copy

Preparing conference / meeting...

Paperless Program rundown



Use QR code to download e-copy

Preparing conference / meeting...

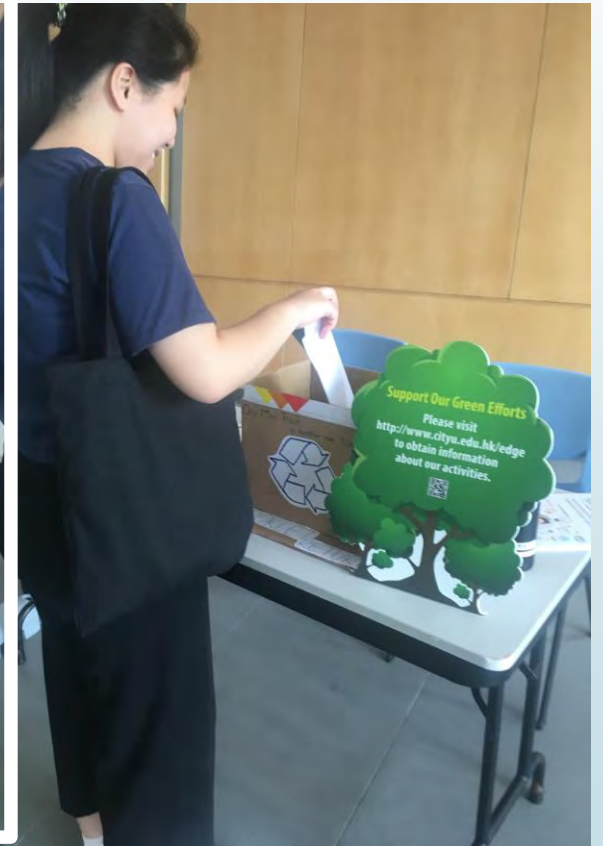
Conference booklet



Recycle Box by ADMO



Recycle Box by EDGE



When it is time to have a break...



Reuse Event resources
Reduce one-off disposable items

Preparing Tea Reception...

Cutlery set Lending from Vendors



porcelain



wheat straw set

Reuse Event resources
Reduce one-off disposable items

Preparing Tea Reception...

Cutlery set Lending from Vendors



Lunch Box

Cups



Reuse Event resources
Reduce one-off disposable items

Preparing Tea Reception...

Cutlery set Lending from Vendors

we:use 餐具租借及外送服務
Tableware Rental Service

svhk
Social Ventures Hong Kong
香港社會創投基金

bottless
Free the Planet



Reuse Event resources
Reduce one-off disposable items

Preparing Tea Reception...

Borrow mugs from FMO



Wheat Straw
-20°C to 120°C

We have

600 mugs!!!



Reduce one-off disposable items

Preparing Tea Reception...

Other option



Reuse Event resources
Reduce one-off disposable items

Preparing Tea Reception...

Borrow Cutlery set from FMO



Coming soon...

Recycle one-off disposable items

Recycle plastic bottle



Preparing Tea Reception...



Food Waste

Preparing Tea Reception...



- a \$1 rebate to customers ordering smaller rice portions
- cutting buffet salad bars
- providing six-course low-carbon banquets

2012

Preparing Tea Reception...



Food type easy to take away
Share with colleagues

Reduce from source

Preparing Tea Reception...



Food waste collection by caterers

Preparing Tea Reception...




Food waste collection machines in AEB

Green Event sharing...

Your turn...



Share your GREEN ideas...

- 
- Reuse event materials?
 - Reduce printing materials?
 - Reduce using one-off disposable items?
(bottled water, plastic cutleries...)
 - Reduce food waste?
 - Reduce energy consumption?

Green Event sharing...



Case Study – Chinese New Year Party

