



# 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!

A dark grey arrow points to the right from the left edge of the slide. Below it, several thin, curved lines in shades of blue and grey sweep across the left side of the slide.

## 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)

A diagram illustrating green event planning strategies. It features a central 'Recycle' box with arrows pointing to 'Reuse' and 'Reduce'. 'Reuse' includes 'Event resources' and 'Cutlery sets / cups'. 'Reduce' includes 'Paper consumption' and 'One-off disposable items'. 'Restore' includes 'Event materials' and 'Food waste'.

# Green Event Planning

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

## Reuse

Event resources

Cutlery sets / cups

## Restore

Event materials

## Reduce

Paper consumption

One-off disposable items

## 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



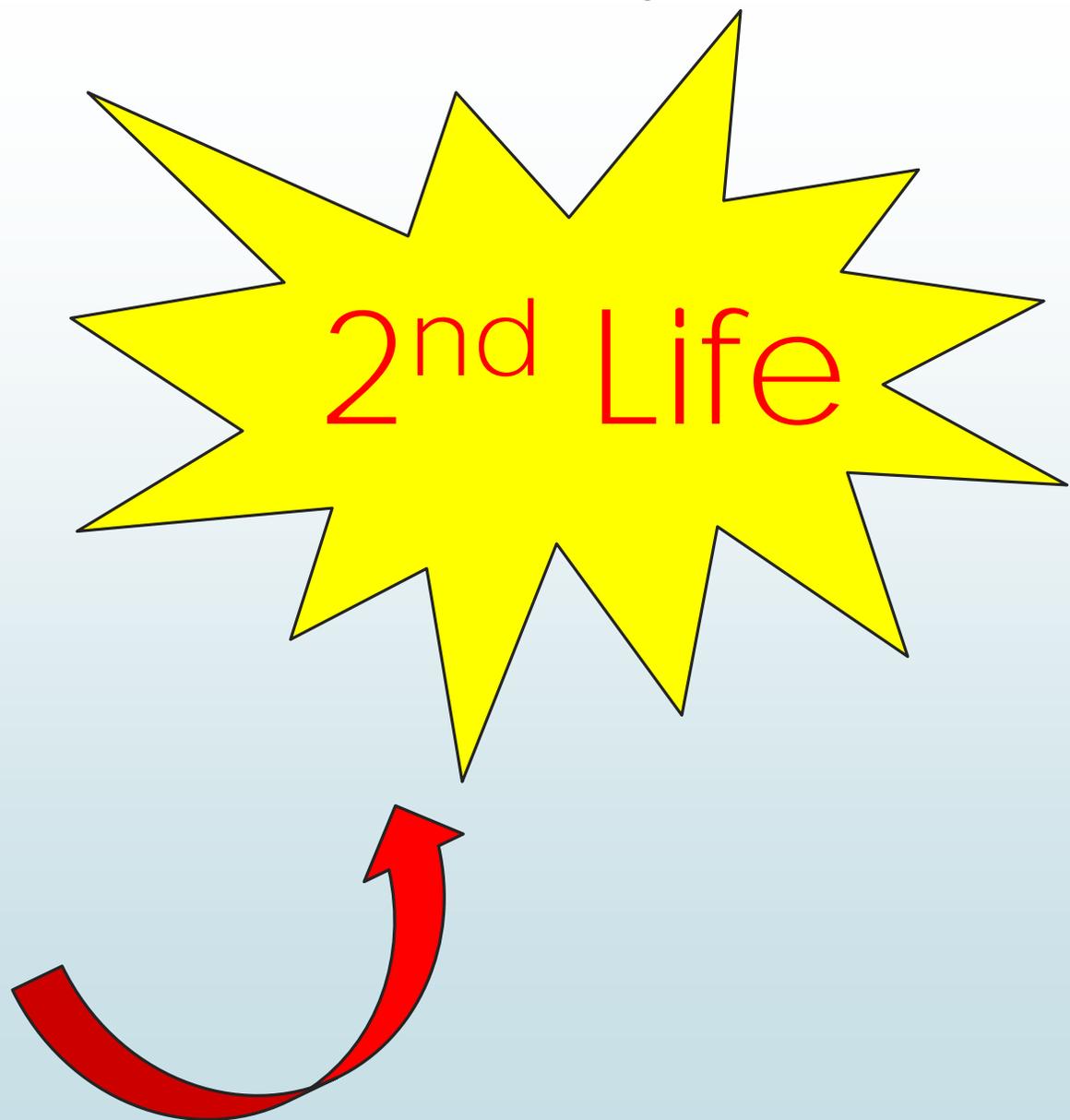
No year indicated

## 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...

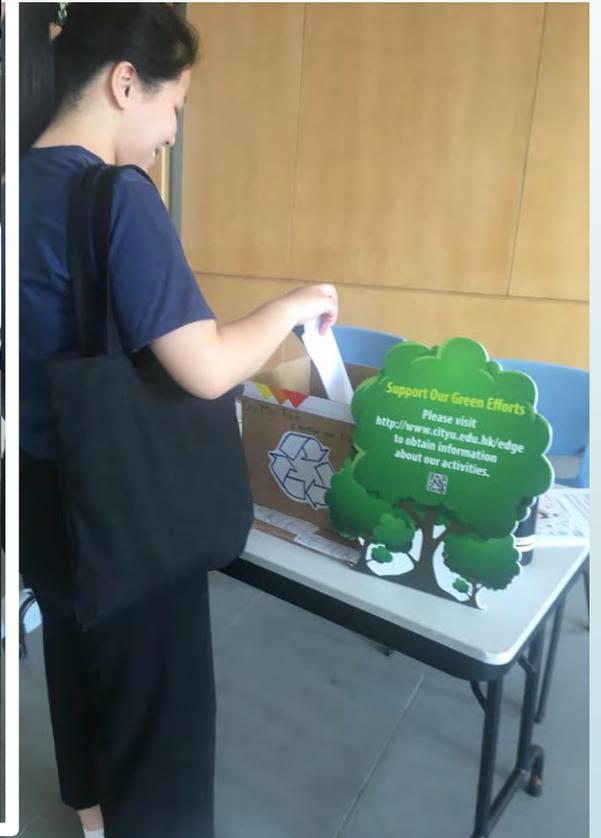
## Conference booklet



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

The logo for 'weuse' features the word 'weuse' in a lowercase, sans-serif font. The 'we' is in green, and 'use' is in dark grey.

餐具租借及外送服務  
Tableware Rental Service

The logo for 'svhk' features the letters 'svhk' in a bold, black, sans-serif font. The 'v' is blue. Above the 'v' is a stylized orange sunburst icon. Below the letters, the text 'Social Ventures Hong Kong' and '香港社會創投基金' is written in a smaller font.The logo for 'bottless' features the word 'bottless' in a white, lowercase, sans-serif font on a blue background. The 'o' in 'bottless' is replaced by a white bottle icon. Below the word, the tagline 'Free the Planet' is written in a smaller white font.

Reuse Event resources  
Reduce one-off disposable items

## Preparing Tea Reception...

Borrow mugs from FMO



Wheat Straw  
-20°C to 120°C

We have

6000 mugs!!!



# Preparing Tea Reception...

Other option



Reuse Event resources  
Reduce one-off disposable items

## Preparing Tea Reception...

Borrow Cutlery set from FMO



**Coming soon...**

# 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

