

# Guidelines for Environmentally-Friendly Public Events

To sustain a clean and healthy environment for all to enjoy, it is crucial that the public and organisations cultivate a habit to take ownership of common spaces and dispose their waste properly.

The guidelines below are meant to assist event organisers in reducing impact on the environment and to sustain cleanliness at event sites.

## **Recommendations for an Environmentally-Friendly Event**

An environmentally-friendly event should practice the following:

1. Reduce Waste
  - Minimise hardcopies
  - Minimise use of disposables
2. Recycle Waste
  - Provide sufficient recycling bins
3. Save Energy
  - Use energy efficient lights in exhibits or displays
4. Keep Environment Clean
  - Provide recycling and waste bins
  - Reminders to keep the venue clean
5. Adopt Environmentally Friendly Measures
  - Reuse exhibit/equipment/collateral
  - Avoid controversial dishes for refreshments

The best practices above could be carried out in the following stages:

- 1) Before the event (Annex A)
- 2) During the event (Annex B)
- 3) After the event (Annex C)

Please refer to the annexes for more information on how to execute an environmentally friendly event.

## ANNEX A – BEFORE THE EVENT

### Publicity and registration

- ✓ Apply paperless registration, communication and marketing methods (e.g. e-registration, e-invitation, e-poster and social media).
- ✓ If printing, use both sides and print on recycled or sustainable source paper.
- ✓ Label 'Environmentally-Friendly Event' on all promotional materials such as advertisements, brochures, registration forms and other pre-event materials.
- ✓ Set up water dispensers at the event site and encourage participants to bring their own bottles. Do not distribute bottled water where possible to avoid generating plastic bottle waste.

### Reception

- ✓ Food caterer should provide reusable crockery and utensils such as melamine ware. Avoid using disposables.
- ✓ Avoid serving controversial dishes using endangered animals such as sharkskin soup.

### Exhibition

- ✓ Specify in event management contract that booths and display panels should be reused as much as possible, or to be made of recycled material, and to recycle materials that cannot be reused.
- ✓ Use energy efficient lights in exhibits or displays. Avoid energy intensive lighting such as halogen lights.
- ✓ The event organiser should notify NEA 2 weeks before the actual event and to provide details including:
  - Event Title
  - Venue
  - Date
  - Start and End times
  - Expected number of participants

NEA will conduct random audits on the cleanliness of the event site during and after the event. Please contact the respective officers below:

Department of Public Cleanliness (DPC)

Contact Person	Designation	Email	Contact Number
Mr Mulyadi Ahmad	Senior Manager	<a href="mailto:mulyadi_ahmad@nea.gov.sg">mulyadi_ahmad@nea.gov.sg</a>	6690 6405
Ms Haslindah Hassan	Manager	<a href="mailto:haslindah_hassan@nea.gov.sg">haslindah_hassan@nea.gov.sg</a>	6690 6420

National Environment Agency (NEA) Regional Offices

District	Contact Person	Designation	Email	Contact Number
Central District	Mr Nordin Bin Sulaiman	Senior Manager (SVC)	Nordin_SULAIMAN@nea.gov.sg	6854 6427
Southeast District	Mr G Thurainadan	Senior Manager (SVC)	Thurainadan_G@nea.gov.sg	6740 4154
Southwest District	Mr Ackburally Mohammad Djamil	Senior Manager (SVC)	Ackburally_MOHAMMAD_DJAMIL@nea.gov.sg	6774 9175
Northeast District	Mr Rama Chandramogan	Senior Manager (SVC)	R_Chandramogan_R@nea.gov.sg	6554 5730
Northwest District	Mr Jeffrey Ng	Senior Manager (SVC)	Jeffrey_NG@nea.gov.sg	6594 4824

## ANNEX B – DURING THE EVENT

### Facility

- ✓ Ensure that adequate waste and recycling bins of the correct sizes are placed prominently and in convenient areas; i.e. entrances and exits of event site. Label the waste and recycling bins clearly as “Litter” and “Recycling” respectively. Put up prominent signage on the type of the waste that can be recycled, and indicate that non-recyclables such as food and liquid waste are not to be thrown into the recycling bins. The non-recyclables should be thrown into the litter bins instead.
- ✓ Ensure that filled bins are emptied regularly to encourage binning. Cleaning contractors are to send the recyclables for recycling and/or sort out recyclables after collecting the waste.
- ✓ Use Screened Disposal Areas (SDAs) for collecting and storing large amount of litter and place them in prominent areas. SDAs are large enclosed areas where people could dispose their litter at. SDAs can be made from modular structures, which could be assembled and dissembled easily for set-up, transportation and storage. SDAs are easy to construct, have large capacity with a large opening for easy disposal of trash. They can be cleaned easily, which makes them a practical choice for big events.





Figure 1: SDAs deployed for NDP

## Education

- ✓ Play the **'Be Kind, Keep Clean' jingle** to encourage the participants to keep the premise clean throughout the event and appreciate importance of cleanliness in common spaces. Create a positive and fun 'Let's Keep Singapore Clean' spirit for the participants. The jingle and the lyrics can be downloaded from the PHC website.  
URL: <http://www.publichygienecouncil.sg/bright-spots/resources>
- ✓ Have litter-free marshals stationed at various locations of the event premises and near litter bins/SDAs/recycling bins to encourage participants to bin their litter and also recycle waste such as bottles and flyers. Cheer leaders/ ushers can also double as litter-free or recycling marshals.
- ✓ Provide litter-free volunteers to engage the participants during the event to hold on to their litter and dispose of them responsibly into the litter bins/SDAs/recycling bins provided.
- ✓ Provide litter-free/recycling banners, posters and bin stickers at strategic locations in the event site. Display adequate directional signs to litter bins/SDAs/recycling bins. Messages from the stage and on the screens also serve as visual reminders for participants at the event site.



Figure 2: Litter-free banners, signage and bin stickers at event site

- ✓ Discourage the use of confetti (especially for outdoor events as the confetti can be blown away by strong winds).
- ✓ Discourage the use of aerosol foam cans as the foam is difficult to remove from public infrastructure and can pose a nuisance to others.
- ✓ Emcee announcements are useful to remind participants to keep the event site litter-free. The announcements could be made whenever appropriate during the event, especially just before the end of the event, to remind participants to be environmentally friendly and keep the event site litter-free and to recycle their paper/plastic waste. A list of recommended announcements is attached.

## **Suggested Emcee Script for Public Outdoor Events**

### **Reduce Waste**

Please help us reduce waste at this event by not taking more than what you need. Every little effort helps!

### **Return Utensils/Crockery**

Do help to return your used utensils/crockery to the collection point. Let's be considerate and keep the place clean for the next user.

### **Litter-Free/Recycling**

Let's do our part to keep Singapore clean and beautiful. Please hold on to your rubbish and dispose them in litter bins later. If you have items that can be recycled, please use the recycling bins provided, but do not throw any food or liquid into the recycling bin.

Together, let's make this event litter-free!

### **Litter-Free**

Everyone can benefit from a clean, beautiful and healthy environment. Please do your part in keeping the place clean by picking up litter around you and bin it to the nearest bin. Let's

## Cleaning Plan

- ✓ The event organisers are to liaise with their own cleaning contractors to ensure that the site is free of litter at all times; including before, during and after the event.
- ✓ It is recommended that the event organizer sub-divide the event site into cleaning sectors, to facilitate planning of the required resources, such as the number of cleaners, litter bins/SDAs, recycling bins and portable toilets required for each sector.
- ✓ The event organizer should ensure that:
  - i. Sufficient workers and cleaners are deployed to carry out continuous litter picking and cleaning, so as to ensure that the event site is free of litter.
  - ii. Sufficient cleaners are stationed at the toilets to maintain cleanliness and to replenish sanitary facilities.
  - iii. Sufficient number and capacity of litter bins/SDAs and recycling bins are provided for use by event participants and the collected waste is properly disposed of in the bulk bin or compactor.
  - iv. All debris generated during the setting up and dismantling of the site should be cleared up immediately instead of cleaning up only when the work is completed. All refuse collected must be transferred to a bin centre or into any approved refuse receptacles located in holding areas to be approved by NEA. All refuse and recyclables should be cleared and emptied by the following morning.
  - v. Sufficient mobile toilets are provided.
- ✓ The event organizers are to liaise with the stall-holders (food sellers / non-food sellers), if any, to ensure that their stalls are free from litter.
  - i. All food waste must be cleared from the site promptly to ensure that there is no fly nuisance.
  - ii. All unconsumed food must be cleared on a daily basis. Any food items that are not properly stored shall be removed from the site, at the end of each event day.
  - iii. Non-food sellers must ensure that all waste generated are properly disposed of and bagged for collection by the cleaning contractor. Adequate refuse bins must be provided for holding the refuse generated.

## ANNEX C - AFTER THE EVENT

- ✓ Play the **'Be Kind, Keep Clean' jingle** to encourage the participants to carry out a final clean up to remove any trash around them immediately after the event. The jingle and the lyrics can be downloaded from the PHC website.  
URL: <http://www.publichygienecouncil.sg/bright-spots/resources>
  
- ✓ Obtain data and statistics at the event; i.e. number of participants, amount of litter, and amount of recyclables collected, who the recyclables were sent to for recycling. The information should be reported to sponsors, site owners, and all relevant stakeholders.