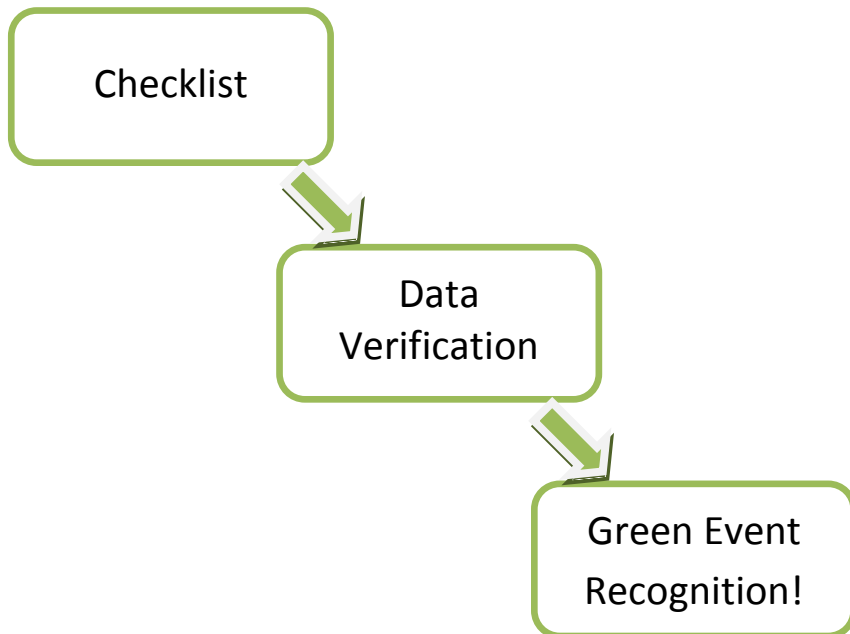




Hawai'i Green Events Checklist



Checklist

In order to be recognized as a Hawai'i Green Business Program EVENT, applicants must follow the instructions listed under each section or check N/A and skip that section if it does not apply. When completed, please submit this Checklist to gsuzuki@dbedt.hawaii.gov. If your EVENT complies with HGBP Checklist requirements, applicants may continue the process toward recognition by submitting metrics such as: other green measures implemented, recycling rate, transportation survey, carbon footprint, and green products purchased.

Background

Please fill out all the information in this section.

A. CONTACT INFORMATION

Business Name:
Contact Name:
Contact Phone:
Contact Email:

B. EVENT INFORMATION

Event Name:
Date:
Location:
No. of attendees:
Description

I. Solid Waste Reduction Methods	Points	Yes
1. Use double-sided printing for promotional materials and resources. Ensure it is minimum 30% post-consumer content, double-sided, and processed chlorine-free (provide a copy of promotional materials and a picture of product label with specifications)	1	
2. Provide reusable name badges (provide a picture)	1	
3. Sufficient / large enough recycling bins are clearly and conveniently placed adjacent to all trash cans and recycling is collected for paper, plastic, etc. (provide a picture)	2	
4. Don't use plastic coffee stirrers, paper doilies, and straws. Use alternative eco-friendly materials (provide a picture)	1	
5. Provide reusable/refillable containers for drinks (provide a picture)	1	
6. Use only electronic communication for registration, announcements and updates (provide a copy)	1	
7. Review past event waste generation to establish a baseline. Devise ways to improve upon the baseline and track your results of the current event waste generation (provide data)	3	
8. Stationary and notepads, if supplied, should have 30% recycled content or more (provide a picture of product label with specifications)	1	
9. Ensure food and beverage packaging is recyclable and that it will be recycled (provide a picture)	1	
10. Tableware is reusable (provide a picture)	1	
11. If cups and tableware are not reusable, they are compostable. Use only BPI-certified biodegradable service ware and avoid corn based plastics (provide a picture of product label with specifications)	1	
12. Encourage and/or reward participants who bring their own water bottles and cups (provide a copy of promotional material)	1	
13. There is a convenient drop-off point for all unwanted handouts and accessories (provide a picture)	1	
14. Compost at the event and provide signage indicating proper materials for compost (provide a picture)	2	
15. This event re-uses items from previous events (provide a picture with list of previous event items used)	1	
16. If the event uses centerpieces and decorations then they must be sustainable (provide a picture with a description)	1	
17. Use cloth napkins or those made from 80% post-consumer material (provide a picture of product label with specifications)	1	
18. Other	1	

Please provide product names here or give examples of other noteworthy accomplishments:

For example: Rewarded guests who brought their own water bottles with a reusable tote bag.

II. Energy & Water Efficiency	Points	Yes
1. Use naturally lighted/natural ventilation meeting space or space that uses CFL or LED lighting (provide a picture of the space & lights)	1	
2. There is signage to encourage staff and guests to turn off lights and electrical equipment when not in use and/or signage for water conservation in restrooms (provide a picture)	1	
3. Event is hosted in an Energy Star, HGBP, or LEED certified building (provide a picture & name of building)	1	
4. Review past event energy usage to establish baseline. Devise ways to improve upon the baseline and track your results of the current event (provide data)	3	
5. Plan your event precisely (looking at numbers, duration, size of venue and number of rooms required) then select the right venue to fit, so you use minimum energy and resources (provide the ratio of expected people to building capacity)	2	
6. Work with the venue to ensure lights and air conditioning are switched off when not in use (describe how it was accomplished)	1	
7. A renewable energy source is used to power part of event, e.g. solar panels on building (provide a picture)	2	
8. Venue site has green roof/green wall/drought tolerant plants (provide a picture)	1	
9. Facility has low flow fixtures, e.g. faucets, toilets, etc. (provide a picture)	2	
10. Equipment used is Energy Star, EPEAT, etc. certified (provide a picture)	2	
11. Other	1	

III. Catering	Points	Yes
1. Water is provided upon request or in pitchers and/or large dispensers (provide a picture)	1	
2. Donate excess food waste for animal feed or composting (provide proof of donation)	1	
3. Donate excess food to a charitable organization (provide proof of donation)	1	
4. Vegetarian and vegan options are provided (provide a picture and description)	1	
5. Attendance is tracked and type (e.g. vegetarian) and amount of food is tailored according to final numbers (provide registration evidence)	2	
6. Information is provided on the sustainable qualities of the food (provide a copy or picture of handout/email/presentation)	1	
7. Serve buffet style meals instead of boxed lunches (provide a picture)	2	
8. Serve finger foods that are not individually wrapped and do not require utensils (provide a picture)	1	
9. The caterer has a Green Policy, see resource page for example (provide a copy)	2	
10. Select fish from certified sustainable fishing methods, see resource page for more info (provide copy of menu listing type of fish)	1	
11. Food is purchased from local and/or organic vendors (provide purchase document) _____ % (10% - 30% = 1 pt, 50% & < = 2 pts, 70% & < = 3pt)	Up to 3	
12. Have your food & beverage service provider use bulk dispensers for sugar, salt, pepper, cream and other condiments (provide a picture)	1	
13. Reuse of surplus food from own supply or from organizations like Aloha Harvest or Food Bank (provide a receipt)	1	
14. Use organic food from own garden or farm (provide a photo and description of how used in meal)	1	
15. Other	1	

IV. Transportation	Points	Yes
1. Public transportation timetables, maps, and routes are made available to the participants (provide a picture or document how it was made available)	1	
2. Provide shuttle service from mass transit stops or hotels to the event (provide a receipt)	1	
3. The main accommodation site is within walking distance of the venue, maximum 1 mile (provide documentation from main accommodation)	1	
4. Secure bicycle and locker storage is offered by facility (provide a picture)	1	
5. Information regarding the environmental impact of different modes of transportation are made available to participants and transportation providers (car rentals, airport transfers etc.) are recommended by Green Credentials (provide a copy of email)	1	
6. A transportation survey is conducted to track environmental impact and set baseline (provide data)	2	
7. Components of the event are made available by video conferencing and telecommuting (provide link)	1	
8. Use airlines with offset programs and encourage attendees to offset carbon (provide documentation of offsets)	2	
9. Ingredients and food were gathered within a 6 mile radius of where event was held (provide receipt or another form of documentation)	2	
10. Other	1	

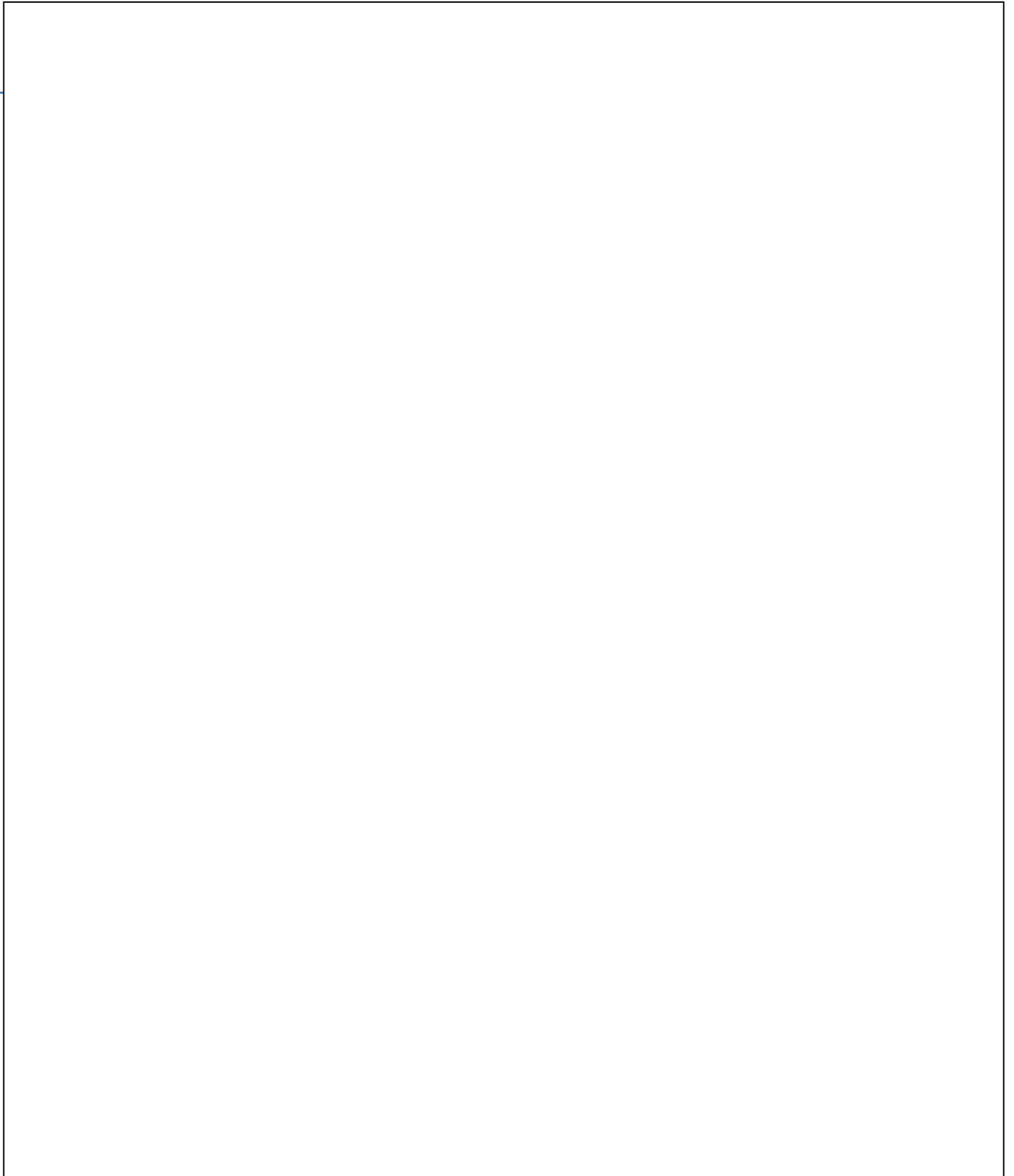
V. Pollution Prevention	Points	Yes
1. Non-toxic cleaning supplies are used, e.g. Green Seal certified products (provide a picture and list)	2	
2. A sustainability policy is written in brochures/ handouts/ session notes, explained to attendees, and an electronic copy made available (provide copies)	2	
3. The reasons for sustainable practices at your event are communicated to all event participants (provide a copy of script and/or a video)	1	
4. Estimate the total carbon footprint and plan to offset the carbon emissions produced at the event. Detail this in your costing so it is clear to the client, see resource page for CO2 calculator links (provide copies of documents)	4	
5. Other	1	

Comments

Please provide product names here or give examples of other noteworthy accomplishments:

E.g. - What charitable organization did you donate excess food to?

If you have any notable green practices not mentioned, please explain here:

A large, empty rectangular box with a black border, intended for the user to provide details on green practices not mentioned elsewhere in the document. A small blue horizontal line is visible on the left side of the box, approximately one-third of the way down from the top.



I ACKNOWLEDGE THAT:

1. OUR BUSINESS COMPLIES WITH ALL FEDERAL, STATE AND CITY PERMITS AND LAWS.
2. ALL THE MEASURES CHECK MARKED ON THIS CHECKLIST ARE IMPLEMENTED BY OUR BUSINESS.
3. ALL THE INFORMATION CONTAINED HEREIN AND INFORMATION ATTACHED TO THIS APPLICATION IS TRUE AND CORRECT.
4. ANY QUESTIONS REGARDING THE ABOVE PROVISIONS OR CHECKLIST MAY BE DIRECTED TO gsuzuki@dbedt.hawaii.gov.

NAME OF BUSINESS REPRESENTATIVE:

BUSINESS NAME:

BUSINESS ADDRESS:

PHONE/FAX:

EMAIL:

POSITION OF BUSINESS REPRESENTATIVE:

SIGNATURE OF BUSINESS REPRESENTATIVE:

DATE:



The HGBP logo may only be used by recognized businesses and by the State of Hawai'i.

Resources

Recycling and Waste Reduction

Recycling

opala.org or envhonolulu.org (Oahu)

recyclehawaii.org (Big Island)

co.maui.hi.us/departments/EnvironmentalMgt/Recycle/index.htm (Maui)

kauai.gov/Government/Departments/PublicWorks/RecyclingPrograms/tabid/68/Default.aspx (Kauai)

Re-use

baseyard.com or reusehawaii.org (Oahu)

hiloarc.org (Big Island)

alohashares.org (Maui)

kauaihabitat.org/subcat.php?sub_cat_id=9 (Kauai)

Energy Conservation

hawaiienergy.com

green-e.org

Department of Business, Economic Development & Tourism (DBEDT), State of Hawai'i

hawaii.gov/dbedt

Electronic Product Environmental Assessment Tool (EPEAT)

epeat.net

Energy Star

energystar.gov

Hawaiian Electric

heco.com (Oahu)

helcohi.com (Big Island)

mauielectric.com (Maui, Lanai and Molokai)

kiuc.coop (Kauai)

Water Conservation

epa.gov/watersense

Water Supply

hbws.org (Oahu)

hawaiidws.org (Big Island)

mauiwater.org (Maui)

kauaiwater.org (Kauai)

Pollution Prevention

Environmental Protection Agency (EPA) – Pollution Prevention

epa.gov/opptintr/p2home

Department of Energy (DOE), United States

fueleconomy.gov

afdc.energy.gov/tools

Department of Health (DOH), State of Hawai'i

hawaii.gov/health

hawaii.gov/health/environmental/waste/sw/wastemin.html

The Bus

thebus.org (Oahu)

co.hawaii.hi.us/mass_transit/heleonbus.html (Big Island)

co.maui.hi.us/bus/ (Maui)

kauai.gov/Government/Departments/TransportationAgency/BusSchedules/tabid/208/Default.aspx (Kauai)

CO2 Calculators

www.epa.gov/cleanenergy/energy-resources/calculator.html

<http://www.denver.org/denver-meetings-conventions/green-meetings/co2-calculator>

Catering

Example Green Catering Policy

unitedwaymww.org/pdf/Green_Catering_Policy.pdf

Marine Stewardship Council (sustainable fishery information)

www.msc.org