



## 10-Entry Level Checklist for Green Events\*

- 1. **Purchase locally sourced products:** Working with local farmers is a great way to reduce the overall environmental footprint of your business. This not only supports local businesses and the local economy, but also reduces shipping costs and emissions.
- 2. **Order for estimated attendance and monitor consumption:** Food waste can be a challenge for events. Serving sizes should be accurately estimated and conveyed. Orders from caterers and suppliers should be as accurate as possible. This is an efficient way to reduce waste and to potentially save money. (See Resources - EPA food waste tracking log template).
- 3. **Create partnerships with local farms and businesses for composting or products pick up:** Your waste could be somebody else's food. Leftover produce may be a great opportunity for local non-profits such as Aloha Harvest and for pig farms near you. Leftover food could easily be donated to local organizations or charities. Used cooking oil can be recycled into biodiesel. (See Resources).
- 4. **Use biodegradable and/or compostable to-go utensils and packaging:** Switching to biodegradable, compostable, and recycled content products are alternatives to plastic and Styrofoam. Avoiding waste all together is a more efficient way to reduce overall expenses and environmental impact. (See Resources - Plastic Alternatives).
- 5. **Reduce the use of printed material and purchase paper products with at least 30% recycled contents:** Making paper is an economically and environmentally costly process. Purchasing recycled content products is an efficient way to reduce the use of raw materials. Examples: napkins, toilet paper, office paper, etc. (See Resources - Paper Products).
- 6. **Use environmentally friendly cleaning supplies:** Using green products reduces the amount of chemicals in the workplace. It allows for a healthier and safer work environment for both staff and customers. Examples: hand soap, dish soap, sanitizer, floor cleaners. (See Resources - Cleaning Supplies).
- 7. **Purchase and/or sell eco-friendly and fair trade products:** See Fair Trade for more information. Some suppliers may also allow you to return packaging to avoid additional waste..
- 8. **Provide clear sorting for recycling:** Diverting your waste is an easy way to implement environmental practices, and to potentially save money. It supports the creation of recycled products as it avoids using raw materials, while potentially reducing your overall refuse fees. (See Resources - Business Recycling honolulu.gov).
- 9. **If lighting is provided, switch lights to LED lighting:** Energy efficient lighting can help to reduce your energy consumption and utility bill. Hawai'i Energy can help you make your business more energy efficient, with tips, rebates, and direct install programs. More information and incentives at: Hawai'i Energy - Lighting.
- 10. **Provide water refill stations or canisters to avoid the use of single-use water bottle.** Ask attendees to bring their own beverage containers. It reduces waste and encourages good green habits—such as avoiding single-use cups and bottles.

Business Name	Contact Name	Contact Signature	Date
Email	Address	Phone	

\* Upon confirmation from HGBP, participants may be eligible to receive HGBP recognition certificate and granted usage of logo. Email [dbedt.hgbp@hawaii.gov](mailto:dbedt.hgbp@hawaii.gov) or visit <https://greenbusiness.hawaii.gov/> for more information and links to resources.



## 10-Entry Level Additional Checklist for Green Events

If any items in the 10-Entry Level Checklist are not applicable to your business, then you can use any of the items on this list as substitutions to reach 10 points. (Subject to verification and acceptance by the HGBP).

- 1. **Use a Carbon Footprint Calculator:** Provide a scorecard or screenshot of calculation when submitting checklist that includes the name of your business.
- 2. **Monitor and reduce water use:** install low-flow aerators or low-flow pre-rinse spray nozzles to help reduce water usage. Check for leaks regularly to detect and avoid sudden increases in your water usage and bill. Encourage staff to practice water conservation. The Board of Water Supply offers information and tips on water conservation management practices at Conservation – Board of Water Supply.
- 3. **Energy Monitoring.** Benchmark using ENERGY STAR® Portfolio Manager or comparable program.
- 4. **Use reclaimed or invasive building materials.** Re-purpose reclaimed or invasive wood, such as: locally-grown bamboo, albizia, waiawi (strawberry guava), etc.
- 5. **Repair or re-purpose.** Repair or re-purpose appliances, furniture, and furnishings before disposing.
- 6. **Charging infrastructure.** Provide charging infrastructure for EVs or E-Bikes or provide information/map on where these facilities are located nearest to the property.
- 7. **Facilitate and encourage sustainable transportation.** (a.) Multi-modal transportation (combination of mass transit, biking, walking, etc.) is available for both staff and customers. Providing information on alternative transportation, such as bus/shuttle schedules and contact information, information on charging stations, and providing information on facilities within walking distance. Provide multi-modal infrastructure such as: bike rack, access to dry and well-lit area to wait for public transportation and shuttle service). And/or (b.) Provide bicycles or work with bike sharing programs. (c.) Facilitate employee carpooling.
- 8. **Support the local community.** (a.) Offer a kama'āina discount; (b.) or partner with other businesses to offer their products, highlight local artists or businesses by selling their work in your place of business.
- 9. **Donate extra food.** Donate food waste to a food bank, shelter, or food redistribution center, etc.
- 10. **Other Sustainable Practices:**

Business Name	Contact Name	Contact Signature	Date
Email	Address	Phone	

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