



WWF

GUIDE

ZA

# WWF's quick guide to **GREENING YOUR EVENT**

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# VENUE

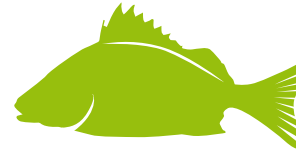
When selecting a venue, it is important to check the following:



- Is the venue energy efficient? Choose energy, water and waste efficient venues and suppliers, inquire about their sustainability policies, practices and certifications or awards. Venues should have environmental management plans in place (for energy, water and waste management).
- Do all bathrooms use biodegradable soap and energy-efficient hand dryers?
- Ask about energy-efficient lighting (CFLs) or opportunities to incorporate the latest LED technology and heating methods.



- Ask about what cleaning products are used. Asking questions creates awareness!
- Do they provide waste separation, either on-site or off-site?
- Do they recycle or compost? Ensure inorganic waste is recycled and organic waste composted.
- Do they ensure that possible negative impacts on the environment are minimised when hosting an outdoor event, for example a concert in a park?



- All linen should be cleaned without the use of chemicals and in a manner that uses less water and drying time.
- Do they use locally sourced, organic or free-range meat?
- Do they use SASSI-listed fish and/or fish that is certified by the Marine Stewardship Council? Visit [www.wvfsassi.co.za](http://www.wvfsassi.co.za) for information.
- Do they use sustainably farmed, organic and seasonal fruit and vegetables?
- Do they promote the use of, and serve, tap water?



- Do they comply with the Ethical Labour Code of Conduct as well as relevant regulations and local laws?
- Do they minimise transport and courier requirements?
- Do they use local and/or organic wine from BWI members or champions? For more information: [www.bwi.co.za](http://www.bwi.co.za)
- Do they use locally produced unrefined, organic sugar and local and/or badger-friendly honey?
- Do they use locally grown filter coffee and sustainably harvested tea?

# FOOD AND BEVERAGES

When organising an event, it is important to ensure the following:

## MEAT AND FISH

- Choose local, ethically raised, free-range and organic farm meat where possible.
- Try to serve little or no meat.
- Request (sustainable) SASSI green-listed fish. Visit [www.wwfsassi.co.za](http://www.wwfsassi.co.za).
- Choose eco-friendly packaging or buy in bulk to reduce excessive packaging.



## FRUIT AND VEGETABLES

- Purchase local, seasonal, organic or sustainably farmed produce only.
- Select produce without packaging or limited packaging.
- Clean all produce using natural products and not chemicals.



## WATER AND SOFT DRINKS

- Promote and serve tap water in jugs instead of bottled water.
- If you are concerned about water quality you can use one of several filtering products currently on the market. Find out where your water comes from and promote the natural water quality sourced from your local catchments. Visit [www.journeyofwater.co.za](http://www.journeyofwater.co.za) for information.
- Find out what's in your municipal drinking water by contacting your regional Department of Water Affairs and Forestry. However, you can be reasonably confident of good water quality if you live in a major metropolitan area.
- Purchase local, organic fruit juices, ideally from local farmers.
- Buy in bulk and recycle soft drink tins and glass.



## COFFEE AND TEA

- Choose locally/organically grown filter coffee or tea (if possible).
- When buying imported coffee look for organic coffee, Fairtrade or Utz certified options.
- Use reusable or recycled paper coffee filters.
- Recycle your coffee grounds – they can simply be dumped in the flower beds.
- Purchase instant coffee in bulk (currently there is no local sustainable option).
- Choose sustainably harvested rooibos from Heiveld Rooibos Tea. Visit [www.heiveld.co.za](http://www.heiveld.co.za)
- Select eco-friendly packaging – minimal packaging, recyclable, and unbleached, chemical free dyes – when possible.

## SUGAR/SWEETENERS AND MILK

- Buy badger-friendly/locally produced honey.
- Purchase unrefined organic sugar (but not imported if the local variety is not available just stick with unrefined, raw sugar).
- Choose free-range and locally produced milk.



## WINE

- Choose BWI champions or members' wines listed on [www.bwi.co.za](http://www.bwi.co.za)
- Purchase local and/or organic wine and/or from Fairtrade producers.



# MARKETING AND PRODUCTION

When producing marketing materials consider the following:

- Ensure that limited paper and signage are used to produce and publicise the event or use digital marketing materials to promote the event.
- Print invitations, menus and promotional material on recycled or FSC-certified paper or avoid printing by providing information electronically (for example USB stick or CD).
- Use 100% FSC certified (or similar credible certification scheme) virgin paper and board or 100% recycled fibre (made from consumer waste) or with a very high recycled fibre content (80% or more).
- Use these materials as an opportunity to inform guests on the “greening measures” taken at the event.
- Favour locally sourced or sustainably produced, reusable and recyclable products and materials. Don't use PVC. Recycled polyester is a better alternative.



## DÉCOR

- Purchase locally sourced, sustainable, biodegradable décor products instead of paper or plastic.
- Use energy-efficient lighting for décor purposes.
- Use seedlings which can be planted post the event and select indigenous flowers for arrangements which can be reused or donated post the event. Visit [www.flowervalley.org.za](http://www.flowervalley.org.za) for more information.
- Use 100% FSC certified (or similar credible certification scheme) virgin timber or FSC certified recycled (mixed sources) or similar credible certification scheme timber.



## ENERGY AND EQUIPMENT

- Use energy-efficient lighting.
- Use equipment with energy-efficient ratings such as ENERGY STAR.
- All linen should be cleaned without the use of chemicals, and in a manner that uses less water and drying time.
- Choose daytime venues that use natural lighting and open windows to avoid the overuse of lights and air conditioners.



## ECO-PROCUREMENT AND WASTE

- Purchase environmentally friendly or sustainable products.
- Ensure waste items are separated at the source and wherever possible waste should be recycled, reused and composted. Avoid the use of non-recyclable plastic and sale of plastic bottles.
- Encourage the use of products which can be reused and recycled.
- Avoid excessive packaging and buy in bulk to reduce excessive packaging.
- Choose reusable crockery, glassware and cutlery over plastic.



# QUICK CHECK:

- ① Are you serving tap water in jugs rather than bottled water?
- ② Are your wines sourced from BWI members?
- ③ Are you serving fish from the SASSI green list (and no orange or red listed fish)?
- ④ Are you only using locally sourced goods?
- ⑤ Have you favoured in-season goods?
- ⑥ Have you avoided excessively packaged goods?
- ⑦ Do you have a recycling plan in place post event?

## USEFUL LINKS

- **BWI ([www.bwi.co.za](http://www.bwi.co.za)):**  
find out which wines are members of BWI and support them.
- **SASSI ([www.wwfsassi.co.za](http://www.wwfsassi.co.za)):**  
download a SASSI pocket guide to check which fish is on the green (sustainable) list.
- **FSC ([www.ic.fsc.org](http://www.ic.fsc.org))**
- **MSC ([www.msc.org](http://www.msc.org))**
- **Fairtrade ([www.fairtradelabel.org.za](http://www.fairtradelabel.org.za))**

### ECO-BADGES

From left to right: SASSI, BWI, UTZ certified coffee, Forest Stewardship Council (FSC), Energy Star, Recycled/can be recycled, Marine Stewardship Council (MSC), Fairtrade, Bean There Fair Trade Coffee



# WWF SOUTH AFRICA

## WEBSITE

For further information visit [wwf.org.za](http://wwf.org.za)

## TWITTER

Get timely messages at [twitter.com/wwfsouthafrica](https://twitter.com/wwfsouthafrica)

## FACEBOOK

Join us on [facebook.com/WWFSA](https://facebook.com/WWFSA)

## ACT NOW

Find out what you can do [wwf.org.za/actnow](http://wwf.org.za/actnow)



### Why we are here

To stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.

[www.wwf.org.za](http://www.wwf.org.za)

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