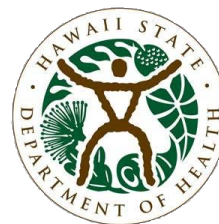
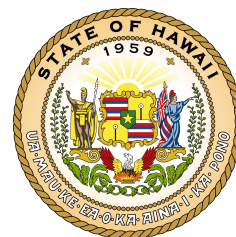
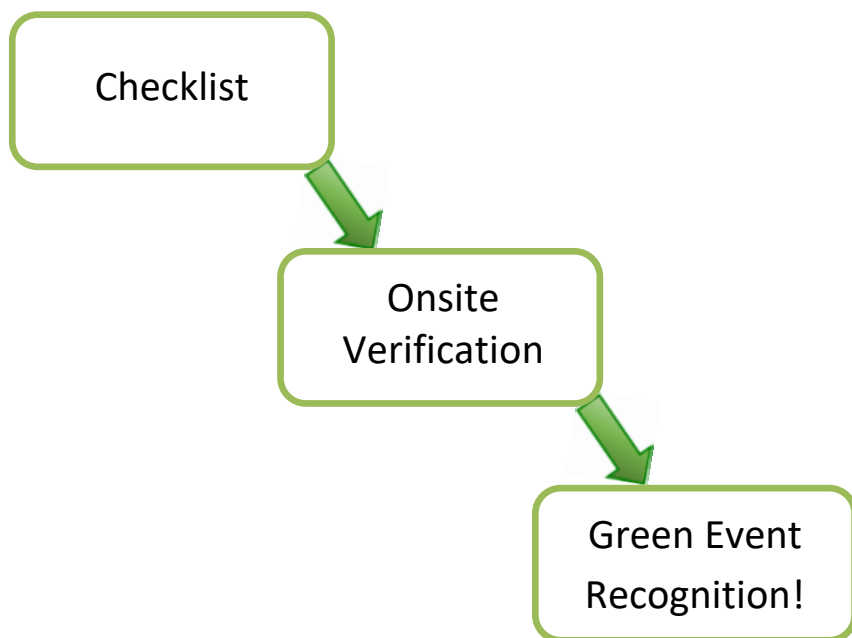


## Hawai'i Green Events Checklist



Board of Water Supply



**HAWAI'I  
STATE  
ENERGY  
OFFICE**

# Checklist

To be recognized as a Hawai'i Green Business Program GREEN EVENT, applicants must first contact us, and then, complete the checklist. Please submit this completed checklist to <https://greenbusiness.hawaii.gov/apply/hgbp-checklist-submission/>. If your EVENT complies with the HGBP Checklist requirements (of at least 25 credits), applicants may continue the process toward recognition. Submitting documentation of items implemented at the event is required. Providing additional information such as: other green measures implemented, recycling rate, transportation survey, carbon footprint, and/or green products purchased is recommended.

### **Guidelines for Certification (82 Max Possible Points):**

**25 – 33 credits – Kulia I Ka Nu'u (Strive to Reach the Summit)**

**34 – 49 credits – Kaulike (To Achieve Balance)**

**50 – 65 credits – Kela (Excellence)**

**66 – 82 credits – Po'okela (Excellence in Leadership)**

## Background

Please complete 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 a minimum of 30% post-consumer recycled content, double-sided, and processed chlorine-free <b>(provide a copy of promotional materials and a picture of product label with specifications)</b> | 1      |     |
| 2. Provide reusable name badges <b>(provide a picture)</b>  | 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. <b>(provide a picture)</b>   | 2      |     |
| 4. Don't use plastic coffee stirrers, paper doilies, and plastic straws. Use plastic-alternatives and eco-friendly material <b>(provide a picture)</b>  | 1      |     |
| 5. Provide reusable/refillable containers for drinks <b>(provide a picture)</b>   | 1      |     |
| 6. Use only electronic communication for registration, announcements and updates <b>(provide a copy)</b>  | 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 <b>(provide data)</b>  | 3      |     |
| 8. If stationery and notepads are supplied, should be a minimum of 30% post-consumer recycled content <b>(provide a picture of product label with specifications)</b>   | 1      |     |
| 9. Ensure food and beverage packaging is recyclable and that it will be recycled <b>(provide a picture)</b>   | 1      |     |
| 10. Tableware is reusable <b>(provide a picture)</b>  | 1      |     |
| 11. If cups and tableware are not reusable, they are compostable. Use only BPI-certified biodegradable service ware and avoid corn-based plastics <b>(provide a picture of product label with specifications)</b>   | 1      |     |
| 12. Encourage and/or reward participants who bring their own water bottles and cups <b>(provide a copy of promotional material)</b>   | 1      |     |
| 13. Provide a convenient drop-off point for all unwanted handouts and accessories <b>(provide a picture)</b>  | 1      |     |
| 14. Compost at the event and provide signage indicating proper materials to compost <b>(provide a picture)</b>  | 2      |     |
| 15. This event re-uses items from previous events <b>(provide a picture with list of previous event items used)</b>   | 1      |     |
| 16. If the event uses centerpieces and decorations, then they must be sustainable <b>(provide a picture with a description)</b>   | 1      |     |
| 17. Use cloth napkins or those made from at least 80% post-consumer recycled content material <b>(provide a picture of product label with specifications)</b>   | 1      |     |
| 18. Other   | 1      |     |
| <b>TOTAL SECTION I</b>  |        |     |

**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 natural daylight/natural ventilation for meeting space or spaces that use CFL or LED lighting <b>(provide a picture of the space &amp; lights)</b>  | 1      |     |
| 2. Provide 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 <b>(provide a picture)</b>                   | 1      |     |
| 3. Event is hosted in an Energy Star, HGBP, or LEED-certified venue <b>(provide a picture and name of building)</b>  | 1      |     |
| 4. Review past event energy usage to establish baseline. Devise ways to improve upon the baseline and track the results of the current event <b>(provide data)</b>   | 3      |     |
| 5. Plan your event precisely (looking at numbers, duration, size of venue and number of rooms required) and select the right venue to fit <b>(provide the ratio of expected people to building capacity)</b> | 2      |     |
| 6. Work with the venue to ensure lights and air conditioning are switched off when not in use <b>(describe how it was accomplished)</b>  | 1      |     |
| 7. Renewable energy source is used to power part of the event, e.g. solar panels on building <b>(provide a picture)</b>  | 2      |     |
| 8. Venue site has green roof or green wall or drought tolerant plants <b>(provide a picture)</b>   | 1      |     |
| 9. Facility has low-flow fixtures, e.g. faucets and toilets, etc. <b>(provide a picture)</b>   | 2      |     |
| 10. Equipment used is ENERGY STAR-labeled or EPEAT-certified, etc. <b>(provide a picture)</b>  | 2      |     |
| 11. Other  | 1      |     |
| <b>TOTAL SECTION II</b>  |        |     |

| III. Catering  | Points | Yes |
|--|--------|-----|
| 1. Provide water upon request or in pitchers and/or large dispensers <b>(provide a picture)</b>  | 1      |     |
| 2. Donate excess food waste for animal feed or composting <b>(provide proof of donation)</b>   | 1      |     |
| 3. Donate excess food to a charitable organization <b>(provide proof of donation)</b>  | 1      |     |
| 4. Offer vegetarian and vegan options <b>(provide a picture and description)</b>   | 1      |     |
| 5. Track attendance and type (e.g. vegetarian) and amount of food is tailored according to final numbers <b>(provide registration numbers and registration form)</b> | 2      |     |
| 6. Provide information on the sustainable qualities of the food <b>(provide documentation)</b>   | 1      |     |
| 7. Serve buffet style meals instead of boxed lunches <b>(provide a picture)</b>  | 2      |     |
| 8. Serve finger foods that are not individually wrapped and do not require utensils <b>(picture)</b>   | 1      |     |
| 9. Caterer has a Green Policy, see <a href="#">resource page</a> for example <b>(provide a copy)</b>   | 2      |     |
| 10. Select fish from certified sustainable fishing methods, see <a href="#">resource page</a> for more info <b>(provide copy of menu listing type of fish)</b>       | 1      |     |
| 11. Food is purchased from local and/or organic vendors <b>(provide purchase document)</b>   | 0      |     |
| a. 10% - 30%   | 1      |     |
| b. 30% - 70%   | 2      |     |
| c. 70% & above   | 3      |     |
| 12. Food & beverage service provider uses bulk dispensers for sugar, salt, pepper, cream and other condiments <b>(provide a picture)</b>                             | 1      |     |
| 13. Reuse surplus food from own supply or from organizations like Aloha Harvest or Food Bank <b>(provide a receipt)</b>  | 1      |     |
| 14. Use organic food from own garden or farm <b>(provide a photo and description)</b>  | 1      |     |
| 15. Other  | 1      |     |
| <b>TOTAL SECTION III</b>   |        |     |

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

| V. Pollution Prevention  | Points | Yes |
|--|--------|-----|
| 1. Non-toxic cleaning supplies are used, e.g. Green Seal certified products <b>(provide a picture and list)</b>  | 2      |     |
| 2. Sustainability policy is written in brochures/ handouts/ session notes, explained to attendees, and an electronic copy made available <b>(provide copies)</b>                                     | 2      |     |
| 3. Communicate to attendees, the sustainable practices implemented at your event <b>(provide a copy of script and/or a video)</b>  | 1      |     |
| 4. Estimate event's total carbon footprint and offset the carbon emissions produced at the event. See <a href="#">resource page</a> for carbon calculator links <b>(provide copies of documents)</b> | 4      |     |
| 5. Other   | 1      |     |
| <b>TOTAL SECTION V</b>   |        |     |

## TOTAL OF ALL SECTIONS

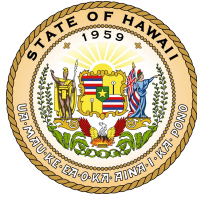
**Please provide product names here or give examples of other noteworthy accomplishments:**

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

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



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I ACKNOWLEDGE THAT:

1. OUR EVENT COMPLIES WITH ALL FEDERAL, STATE AND CITY PERMITS AND LAWS.
2. ALL THE MEASURES CHECK MARKED ON THIS CHECKLIST ARE IMPLEMENTED BY OUR EVENT.
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: Gail Suzuki-Jones at: [gail.suzuki-jones@hawaii.gov](mailto:gail.suzuki-jones@hawaii.gov)

NAME OF EVENT REPRESENTATIVE

EVENT NAME

EVENT ADDRESS

CONTACT'S PHONE/FAX

CONTACT'S EMAIL

POSITION OF EVENT REPRESENTATIVE

SIGNATURE OF EVENT REPRESENTATIVE

DATE



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GREEN BUSINESS  
PROGRAM**

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