



# A Green Playbook for Events @ IIMB

*Sustainability is not an option; it's a mindset.  
Think long-term to make choices that outlast the event.*

*Sustainable efforts fail not from lack of intent — but from lack of systems. This playbook embeds green practices into every stage of event operations, making the sustainable choice the default, not the exception.*

## THE FOUR-PILLAR SYSTEM

**01 Mandatory Sustainability Lead**

Appoint a dedicated Sustainability Lead before event approval — plus sub-leads for waste, energy, vendors, and communications. Define measurable targets from day one.

*💡 Sustainability fails without clear ownership and accountability.*

**02 Green Vendor Network**

Use only pre-vetted "Greenlist" suppliers. Include sustainability clauses in all vendor contracts. Rate vendors post-event and build the network over time.

*💡 Vendors drive the majority of an event's environmental footprint.*

**03 The Green Playbook (Guidelines)**

A 45-point checklist covering procurement, food, waste, energy, mobility, print and experience design. Used before, during, and after every event.

*💡 Makes the sustainable choice the default, not the exception.*

**04 Library of Things**

A central shared inventory of reusable event assets. Always check before buying. Return and update the inventory after every event to eliminate waste.

*💡 Eliminates duplicate purchases and inherited waste across cohorts.*

## MEASURE WHAT MATTERS — KEY KPIS

<b>Waste Diversion</b> compost + recycle %	<b>Food Waste</b> kg or % ordered	<b>Digital Execution</b> % no-print comms	<b>Vendor Compliance</b> % green vendors	<b>Reuse Rate</b> % from library	<b>Water Sustainability</b> refill vs bottled %
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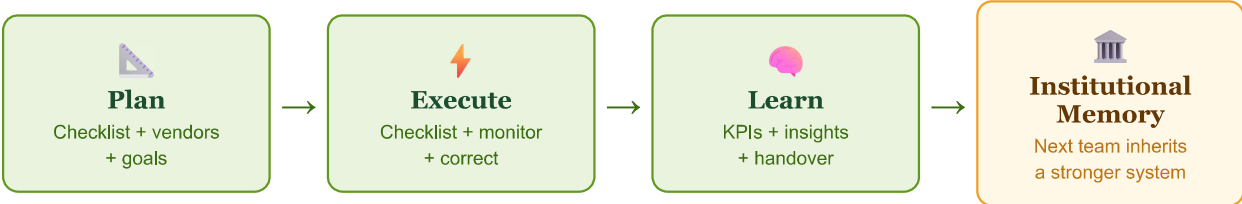
**★ Important Note for Every Event Organiser**

**The easiest way to run a green event is simple:**

- 📄 Go through the checklist as you **plan**, and again as you **execute**.
- 🎯 Don't treat sustainability as a separate workstream — embed it into each decision you make, from vendor selection to food ordering to communication design.

*Start where you are. Improve what you can. Leave it better for the next team.*

## THE CONTINUOUS LOOP



↔ Every event leaves behind a clearer, stronger system than it inherited

**📄 For the full checklists, KPI scorecard, and vendor guidelines**  
→ Refer to *The Green Events Playbook (detailed document)*

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