



THE EASY GUIDE TO **GREENER** YEAR-END CELEBRATIONS

Sustainable. Stylish. Stress-free.



www.eventgreening.co.za www.greendatabase.co.za

INTRODUCTION

Celebrate with Purpose

Year-end celebrations are a chance to honour your team and your achievements — but they can also be an opportunity to prove your company's values and integrity. With a few smart choices, you can host an event that's stylish, stress-free, and sustainable.

Developed by the Event Greening Forum (EGF), this guide will help you host celebrations that leave a lasting positive impact on both your guests *and* the planet.

How to Use This Guide

Event greening isn't a one-size-fits-all approach — every event is unique. This guide is designed to help you explore the key building blocks of event greening, discover how they can benefit your celebration, and inspire you to take action.

Sustainable Support

One of the simplest and most effective ways to make your event more sustainable is to work with green partners and suppliers. That's why we created the **EGF Green Supplier Database** — a free, easy-to-use online directory featuring over 380 South African venues, suppliers, and service providers dedicated to sustainable solutions. Browse it here: greendatabase.co.za

Our website also has several additional event greening resources:
eventgreening.co.za

If you have questions or concerns, please reach out to us:

info@eventgreening.co.za
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CHECKLIST



1. Choose a Green Venue

- Pick venues that are committed to sustainability — look for recycling systems, energy-efficient lighting, and water-saving practices.
- Ask about their sustainability policies and suppliers.
- Prioritise local venues to reduce travel emissions.

Pro Tip: Ask venues to share their sustainability policy with you in the initial planning stage, to see how they can support your efforts.

2. Go for Sustainable Catering

- Where you can, choose local, seasonal, and plant-based menu options.
- Use RSVPs to avoid over catering and limit food waste.
- Don't let any food waste go to landfill where it will release greenhouse gases. Rather donate excess food and/or compost food waste.
- Avoid single-use plastics where possible.



3. Rethink Décor

- Reuse existing décor or hire items instead of buying new.
- Incorporate natural elements like plants or fruit, which can be donated or composted when the event is over.
- Avoid glitter, balloons, and foam — they're non-recyclable.

Pro Tip: Ask a local artisan to create upcycled decorations.



CHECKLIST



4. Go Low Impact

- Print less — go digital with invitations, menus, and signage.
- Provide shared or public transport options.
- Offset unavoidable emissions by supporting local environmental projects.

5. Engage Your Guests

- Let your guests know it's a green event — explain what efforts you have made and why.
- Opt for eco-friendly and/or socially responsible gifts and prizes, or include a meaningful charity element into the event.



6. Measure & Improve

- Track what worked and what didn't — measure waste volumes and energy use, and gather guest feedback for a clear idea on where you can make big improvements.
- Set goals for next year's event to keep advancing.



Bonus Pro Tip: Employ the services of a qualified green event and sustainability consultant to guide you on how to host a certifiable green event – and then certify it! The EGF now has an Event Greening Certification Programme and qualified assessors to evaluate your events. Get in touch with us at info@eventgreening.co.za to find out more.





CONCLUSION

Celebrate Responsibly

A greener year-end function isn't just about reducing impact — it's about celebrating your values. By making thoughtful choices, you're leading the way for a more sustainable events industry in South Africa.

Want to learn more about event greening? Visit our website (www.eventgreening.co.za) to discover upcoming workshops and events, access our free resources, and subscribe to our newsletter.



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