



Community Engagement

Green Events @BPS

Sustainable Event Planning Guide



Bangkok Patana School

*The British International School in Thailand
Established 1957*





Planning an event?

Follow this quick guide to ensure you minimise the carbon footprint.



Event Swag

Do you need it?

We all like free stuff, but often it ends up in landfill. Not to mention the water consumption required to make a common giveaway like a T-Shirt.

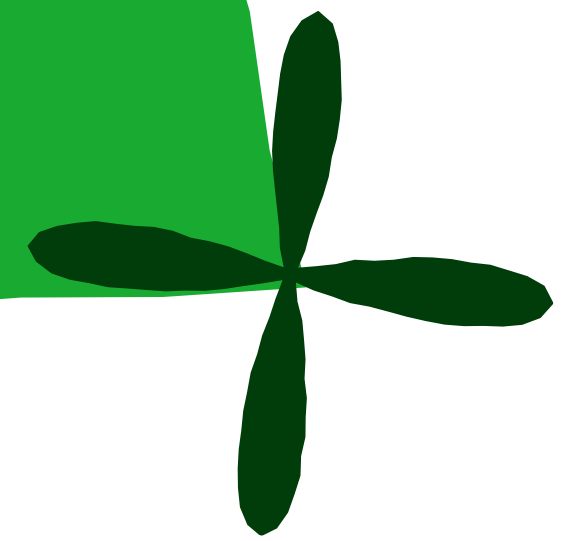
If you do, opt for something eco-friendly and reusable.

Think reusable water bottles, upcycled items, tote bags made a recycled fabric or even edible treats.

Choose eco-friendly suppliers

Opt for suppliers who use recycled or upcycled materials and minimise packaging.

Food and Catering



Aim for 60%+ plant based

Did you know our canteen can make loads of different plant based snacks and meals? Be intentional when ordering for your events.



Minimise waste

Try not to over-order food. No single use plastic cutlery and serve water from large dispensers, not single-use bottles.

Go Digital and Paperless



Advertising your event?

Utilise our TV's - contact marketing@patana.ac.th to share your artwork. Create short videos for Socials and Daily Notices.

Maps, schedules or programmes

Create a QR code and share online or via email in advance.

If you must print...

Use recycled paper and aim to print on both sides. If you're printing more than 20 copies, send the job to reprographics so it can be produced more efficiently.

Provide clearly marked recycling bins

So that after your event, any waste can be effectively sorted and recycled.

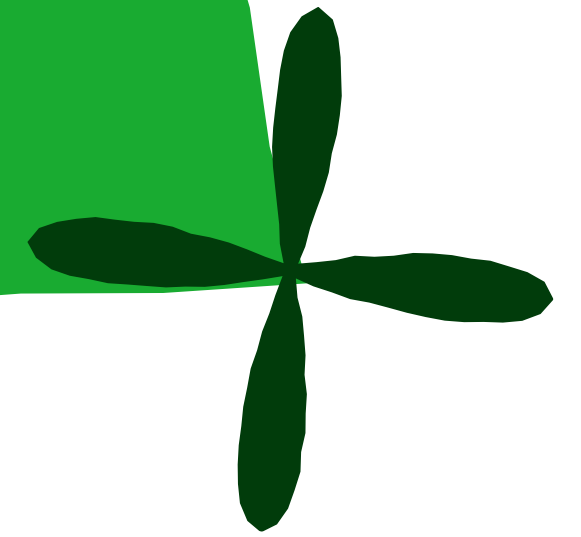




Transport

- Encourage walking, cycling and car-pooling to your event
- Offer a BTS shuttle bus for large events
- Prioritise local speakers/performers who do not need to travel long distances to your event
- If visitors do fly in, encourage them to off-set their carbon by purchasing credits

Venue and Energy



Switch it off

Can you host your event in a space with natural light? If not be sure to switch off the lights and air con when not in use.



Can you use an outdoor space?

Hosting some portion of the day outdoors is healthy for everyone (AQI aside), think about how you can make time for your guests to enjoy our green campus.

What about awards?

Does your event need medals?

We have a fantastic supplier who makes medals out of upcycled plastic bottle tops!

Does your event need trophies?

Consider partnering with Recycled Glass, a Patana Community Engagement Team to make one of a kind custom trophies?

Certificates?

Use recycled card, consider using A5 instead of A4, or for mass participation certificates, consider digital delivery.



The background image shows a swimming pool with spectators on the left. Several orange and black pennant banners with 'BPS' are hanging across the pool. A white banner with a cartoon shark and the word 'PATANA' is also visible. A green starburst graphic is positioned behind the 'Legacy and Impact' text.

Legacy and Impact

Don't print the year

Banners, decorations and even costumes/uniforms do not need to be single use. Don't include the year in your design so they can be used year after year.

Re-use resources in classrooms and ECAs

Got left over or un-used materials after an event? Can you give them a 2nd life somewhere else on campus? For example our youngest learners love to junk model!

Share impact

Publish the stats - How much energy saved? How much waste reduced?

Thank You!

