

# PENANG GREEN EVENT INCENTIVE (PGEI) 2025 GUIDELINES

1. An incentive program to recognize and reward the **event planners/ organisers/ managers** from private sectors, government agencies, NGO and community-based organisation who have produced or hosted an event and taken extra steps to lower their environmental footprint, subsequently achieving sustainability.
2. **Objectives:**
  - a. To reduce the negative impact on the environment, result from event organising.
  - b. To educate the public about the importance of environment protection through the event.
3. This program mainly focuses on the **resource's efficiency** before, during and after the event.
4. The applicants will be rewarded with an incentive based on their event reach out and a maximum value for each category and based on the crowd size.
5. Below are the aspects covered in the assessment question:
  - **General administrative**
  - **Waste management**
  - **Energy saving**
  - **Water conservation**
6. A set of criteria as guideline - some optional and some required can be followed by applicants in order to be recognised and rewarded. The assessment criteria consist of:
  - **Thirty (29) Compulsory questions** – Consist of General Administrative, Waste Management, Energy Saving and Water Conservation aspects.
  - **Six (8) Bonus questions** – Consist of higher difficulty questions.
7. Passing Marks: Score 60% of the assessment to qualify for audit.
8. For this year, only three (3) recipients will receive **RM 1,500**. Incentive will be awarded based on their qualification upon PGC's evaluation.
9. Timeline:

Application period	17 <sup>th</sup> February – 1 <sup>st</sup> September 2025
Audit period	1 <sup>st</sup> March – 15 <sup>th</sup> September 2025

*\*Applicable for events conducted from 1<sup>st</sup> March until 15<sup>th</sup> September 2025.*

*\*Application must be submitted **at least 2 weeks** before the event date.*

## TERMS AND CONDITIONS

1. The Penang Green Events Incentive (PGEI) is applicable for **event planners/ organisers/ managers** from private sectors, government agencies, NGO and community-based organisation in Penang.
2. Only **ONE (1)** application per event is allowed.
3. Open to all event categories (Seminar, Conference, Exhibition, Run etc) that involve the public/community.
4. Events must be conducted by a registered (Under SSM/ROS etc) organisation in Penang.
5. Audit will be conducted **during** events by Penang Green Council (PGC) authorised personnel after application is received with complete documents.
6. Participants are required to answer the assessment using the following link:  
<https://forms.gle/Lkdp5hTKAqU7dCYw5>
7. Once assessment has been answered with 60% marks or above, the following documents are required to be sent: -
  - a) Photocopy of SSM/ROS Certificate etc.
  - b) Event's Executive Summary - highlight organiser's efforts to make the event more environmentally friendly. (*limited to 500 words*)
  - c) Company profile (applicable for event company).
  - d) Event's permit or approval letter from authorities / local council (if applicable).
8. All completed documents to be emailed to:  
  
**Muhammad Nazirul Mubin Bin Abd Halim Shah** (Email: [mubin.pgc@gmail.com](mailto:mubin.pgc@gmail.com))  
*Officer (Environmental Education and Outreach)*  
*PGC Strategies Sdn Bhd (Penang Green Council),*  
*Tingkat 46, KOMTAR,*  
*10503 George Town, Penang.*  
*Tel: 604-250 3322/ Fax: 604-250 3323*
9. PGC reserves the right to prohibit application from any person who we believe to be abusing these rules. Abuse includes entering multiple times and entering false information.
10. PGC reserves the right to amend these rules at any time at its sole and absolute discretion. The decision by PGC is **final** and any form of correspondence shall not be entertained.
11. By applying for the incentives, PGC is collecting data from applicants for the purpose of study and improvements. No further informational or marketing communications will be received by applicants unless applicants provide Penang Green Council with explicit permission to do so.

## PENANG GREEN EVENT INCENTIVE (PGEI) 2025 CRITERIA

	CRITERIA	TIPS
<b>GENERAL ADMINISTRATION</b>		
1	The mechanism of the event promotes sustainability and aimed to reduce environmental impact.	<i>The program must consist of environmentally sound practices with clear goal and mechanism.</i>
2	Avoid unsustainable materials during event's ceremony.	<i>No balloon, tarpaulin materials.</i>
3	Stationeries/ gift / products/ any given merchandise items are responsibly sourced.	<i>Items made from recycled item, locally sourced, low carbon footprint.</i>
4	Usage of sustainably sourced material / paper for printing.	<i>Sustainable paper with certification form FSC / PEFC or other valid certification.</i>
5	Decoration or installation process during the events are made sustainable.	<i>Use materials that are recyclable and reusable.</i>
6	Promoting paperless events to all stakeholders. Prioritise the use of any electronic copy instead of hard copy.	<i>Use digital copies for information sharing, e.g. emails, fax, messenger</i>
7	Usage of cloud storage for registration, data keeping and information sharing.	<i>Change from paper registration to online registration.</i>
8	Keep track of the amount of paper used during the events.	<i>Count and record the amount of paper rims used for entire events.</i>
9	Double sided printing of all documents used during the event.	<i>Fully utilise the paper and hand out materials by conducting double sided printing.</i>
<b>WASTE MANAGEMENT</b>		
10	Organisers to promote the “No single use plastic” practice to every stakeholder during the event.	<i>Create posters &amp; banners and share to every stakeholder.</i>
11	Organisers to allow only vendors/ partners with commitment to reduce single use plastic during the event to participate.	<i>Set up waste wise agreement for mutual understanding.</i>
12	All stake holder to practice waste segregation during events.	<i>Separate recyclable, non-recyclable, and food waste.</i>
13	Encourage participants/crew to use reusable/ washable container and cutleries for food and drinks.	<i>Promote and include in initial agreement, provide reusable/ refillable utensils.</i>

14	Selecting caterer & suppliers which avoid the usage of single use plastic.	<i>Prioritise usage of reusable materials instead single use material.</i>
15	Selecting venue that support food waste management.	<i>Venue with space allocation to support the initiatives.</i>
16	Avoid excessive food wastage.	<i>Ensuring the number of food prepared tally to the number of parties involved.</i>
17	Organisers to promote 3R/5R practices and waste reduction practices to all involved parties (internally and externally).	<i>Include the aspect in all publicity material.</i>
18	To have records of recycled material collected by organiser.	<i>Weight the amount of recycled item collected/produced after events.</i>
19	Provide sufficient facilities for waste disposal and waste segregation during events.	<i>Have enough waste &amp; recycle bin at venue.</i>
<b>ENERGY SAVING / CARBON REDUCTION</b>		
20	Advocate carpooling system to participants and stakeholders.	<i>Promote and remind all stakeholders to carpool to the event venue.</i>
21	Venues are public transportation accessible.	<i>Easy access to bus or other public transportation available.</i>
22	Provide benefits, incentive or promotion for participants that commute via public transportation.	<i>Connect with prominent e-hailing and public transport service provider to assist participants to attend via public transportation.</i>
23	Selected venue implement energy saving practices.	<i>Venue selected must practise and allow energy saving at premise.</i>
24	Organisers to promote energy saving practices to all parties involved (internally and externally).	<i>Organiser must provide reminder to all stakeholders on energy practices.</i>
25	Organisers to actively and consistently promote energy saving throughout the events.	<i>Make announcements and urge stakeholders to adopt the practise.</i>
26	Engage with stakeholders that use equipment that is eco certified and energy saving during the events.	<i>Equipment with good energy saving ratings.</i>
<b>WATER CONSERVATION</b>		
27	Selected venues engage in water saving initiatives.	<i>Venues with water saving devices or methods.</i>
28	Presence of prevention and repair procedure when there's water leakage.	<i>Preparation of procedure to be conducted to avoid excessive water wastage.</i>

29	Organisers to promote water conservation practices to all parties involved (internally and externally).	<i>Posters, reminders, handbook, water saving devices to be distributed around the event.</i>
<b>BONUS</b>		
30	Organisers to optimise the usage of air conditioning (optimum temp).	<i>Maintain temperature at 23-25°C.</i>
31	Ensure event supplier chosen engage in green procurement.	<i>Select event supplier with good environmental credential.</i>
32	Ensuring/ prioritise venue selected which engage in eco-friendly/sustainable initiatives with public.	<i>Select venue with good environmental initiatives conducted with public.</i>
33	Organiser to manage surplus food and food waste during events.	<i>Provide initiatives to conduct composting or donate the surplus food.</i>
34	Selecting supplier/ vendor/ partners with sound waste management policy.	<i>Pick the ones with a clear policy of waste management.</i>
35	Use electric powered vehicle during and within the event venue (Hybrid / electric).	<i>Usage of electric scooter / bike within the event venue.</i>
36	Venue selected come with plants as decoration for better air quality.	<i>Indoor plants such as Money plant, Snake plant, and Dracaena tree will help purify the air of CO2.</i>
37	Meals served are from sustainable, locally sourced or promote low carbon diet.	<i>Prioritise local dishes with locally sourced ingredients, less meat more vegetables.</i>