

HOW TO START GREEN EVENTS IN CITYUHK



Facilities Management Office

香港城市大學
City University of Hong Kong

Sept 2025



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Facilities Management Office

香港城市大學
City University of Hong Kong

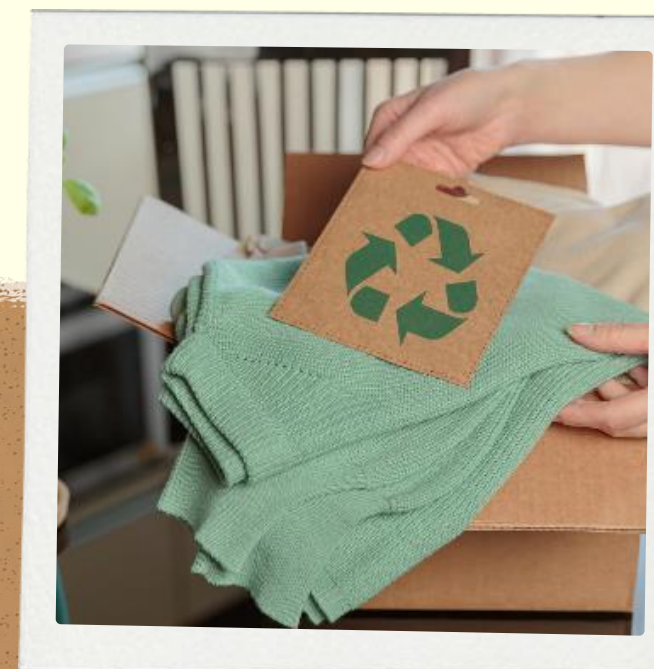
A. How To Start Green Events In CityUHK

WHY IS IT IMPORTANT TO HAVE GREEN EVENTS ON CAMPUS?

Hong Kong generates over **10,000** tonnes of waste daily

Let's make a **CHANGE** in Event Management!

- ✓ Sustainability
- ✓ Responsibility
- ✓ Education

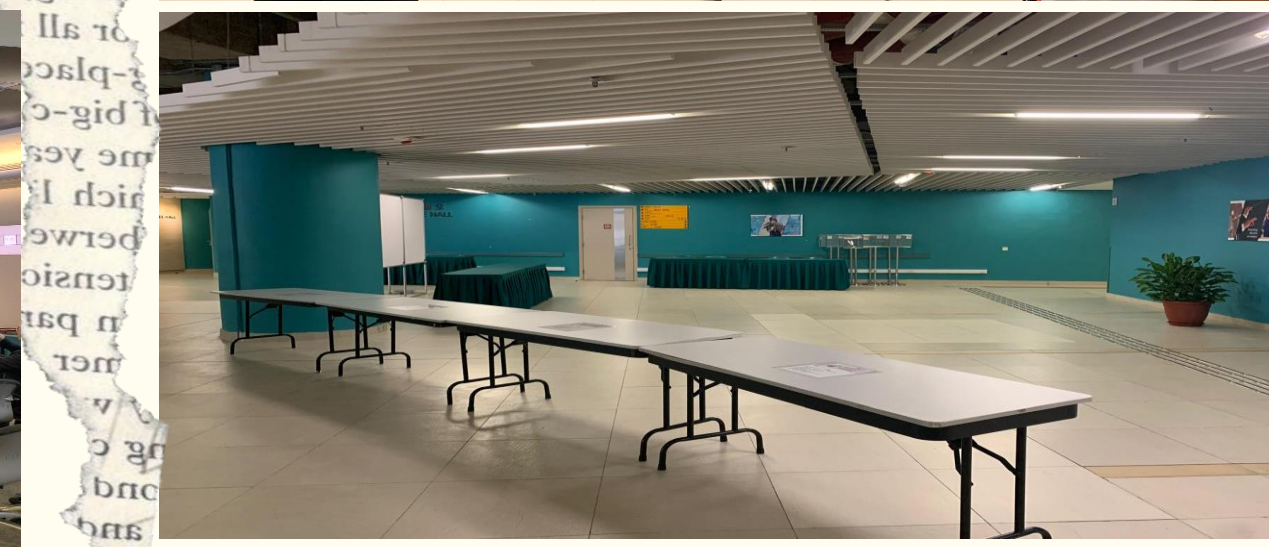
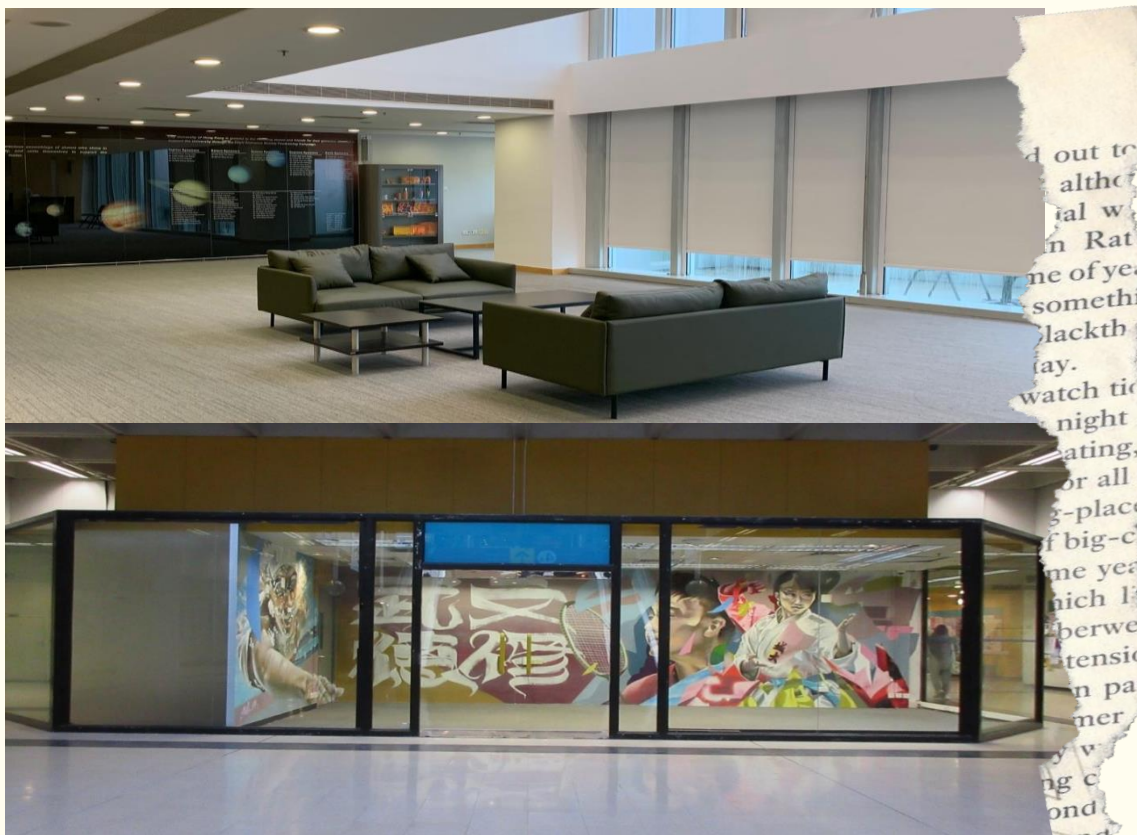


WHAT TYPE OF EVENT ARE YOU PLANNING?



- Exhibition
- Conference
- Performance / Show
- Carnival / Fair





WHERE IS YOUR EVENT VENUE?

Multi-function Rooms:

- Benjamin & Anny Kwok Conference Room (MMR)
- Eminence Galaxy
- Interdisciplinary Multi-function Room (G7603)
- HKIAS Lecture Theatre (AE-O40)
- Multi-function Room (CIC 3-009)

Institutional Venues:

- Senate Room
- Wong Cheung Lo Hui Yuet Hall

Designated Areas:

- Atrium
- Blue Zone
- Purple Zone
- Wong's International Terrace
- Y4502



WHICH TYPE OF SERVICES DO YOU NEED IN YOUR EVENTS?

Service Category

Contact Information

General Moving

34429389/
snchiu@cityu.edu.hk

Event Support

34426841/
katelyn.leung@cityu.edu.hk

Security and Cleaning

34428888/34428833
fmcms@cityu.edu.hk

Landscape

34425714/
hohonmak@cityu.edu.hk



Please submit requests via [CityUHK Service Portal](#) in a timely manner.

WHEN SHOULD YOU START PLANNING YOUR EVENT?

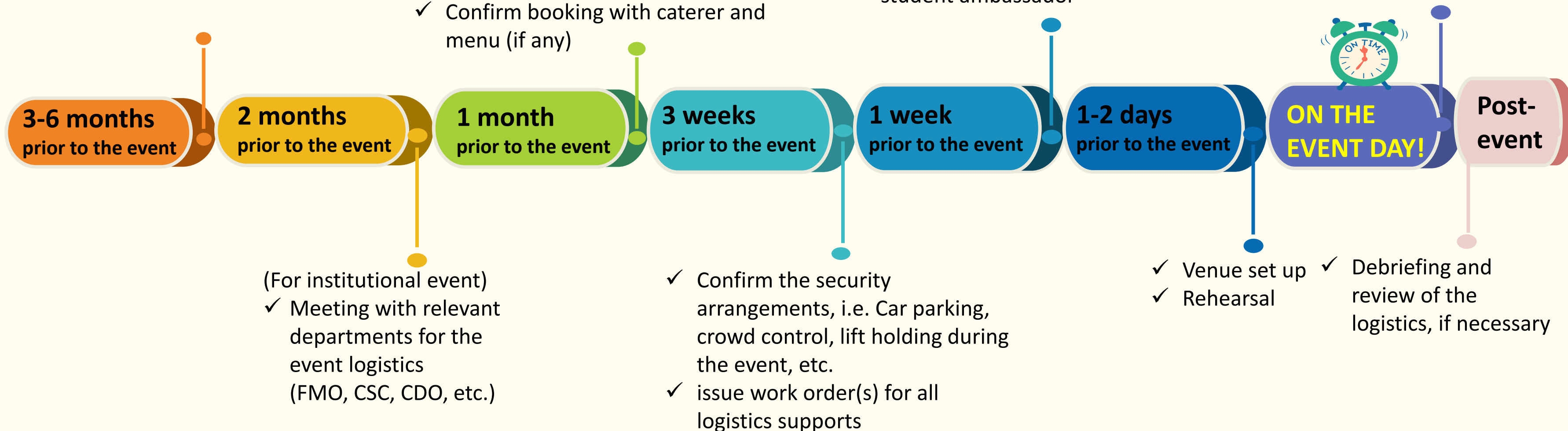


- ✓ Reserve venue via e-booking system, plan for backup date in case of bad weather.
- ✓ Prepare PR/PO for vendors to support the event, ensuring prior budget approval has been obtained

- ✓ Confirm the setup plan with FMO
- ✓ Confirm the AV requirement (CSC), loading capacity on stage management, (CDO) (if any)
- ✓ Recruit student ambassador (if any)
- ✓ Confirm booking with caterer and menu (if any)

- ✓ Preparation for the event materials
- ✓ Inform relevant parties of any updates on the event
- ✓ Arrange briefing to event support staff and student ambassador

- ✓ On-site support for the event



HOW TO SETUP VENUE AND DECORATIONS?

Basic Setup:

- Tables, chairs, and waste bins
- Electrical outlets, AV equipment, and lighting

Visual Elements:

- Eco-friendly banners/ Honeycomb backdrops or display
- LED wall
- Potted Plants
- Green souvenirs:
e.g.: seed pencil, recycled paper notebook

Logistics & Flow

- QR code invitations and e-tickets

Catering Setup

- Reusable or compostable dishware with NO plastic material
- Bite-sized portions to minimize leftovers
- Monitor food quantity to prevent waste
- Digital or QR code menus



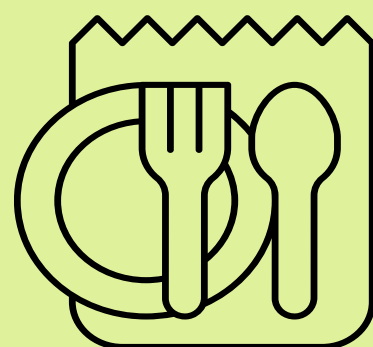
EXTRA INFORMATION - FOR CATERING

ZERO-WASTE STARTS AT THE TABLE

Catering Setup



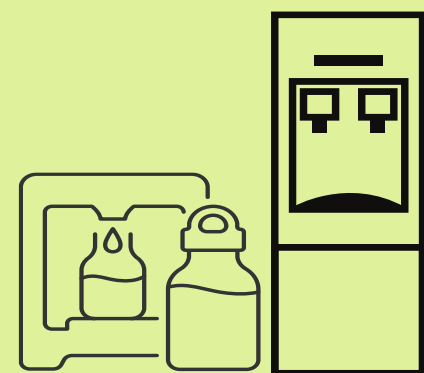
Portion Control



Reusable or Compostable Dishware



Digital Menus



Refillable Water Stations

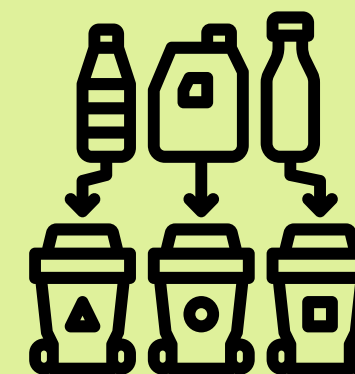


Bulk Beverage Dispensers

Waste Management Strategy



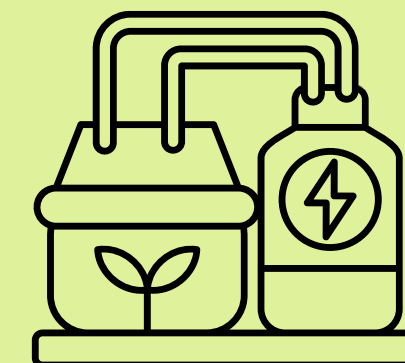
Waste Station Setup



Signage & Education



Post-Event Waste checking



Partner with Recycling Services

EXTRA INFORMATION-

POST-EVENT EVALUATION CHECKLIST



Evaluation Area	Checklist Item	
1. Waste Management	A. Was waste properly sorted (recyclables, compostables, landfill)?	✓
	B. Were waste bins clearly labeled and	✓
	C. Was food waste minimized or donated?	✓
2. Energy & Resource Use	A. Were energy-efficient lighting and equipment used?	✓
	B. Was water usage monitored or minimized?	✓
3. Catering Sustainability	A. Were the food portion controllable?	✓
	B. Were reusable or compostable serving items	✓

Evaluation Area	Checklist Item	
4. Materials & Decor	A. Were printed materials minimized or made from recycled paper?	✓
	B. Was event decor reusable or sustainably sourced?	✓
5. Stakeholder Engagement	A. Were vendors briefed on sustainability expectations?	✓
	Did attendees receive sustainability education or signage?	✓

Result Checking:

- 9–11 ticks (Great Green Event Holder): You’ve nailed it! Your event sets a high standard for sustainability excellence.
- 5–8 ticks (Emerging Green Champion): Solid effort! You’re making meaningful strides toward a greener event.
- 0–4 ticks (Getting Started): Every journey begins with a first step. Let’s build on this for future events.



**ONE EVENT,
MANY GREEN
POSSIBILITIES**





Facilities Management Office

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B. Banner Production Guide

1. Finishing Options for Banners

Cutfit 切齊



Eyelets 打雞眼



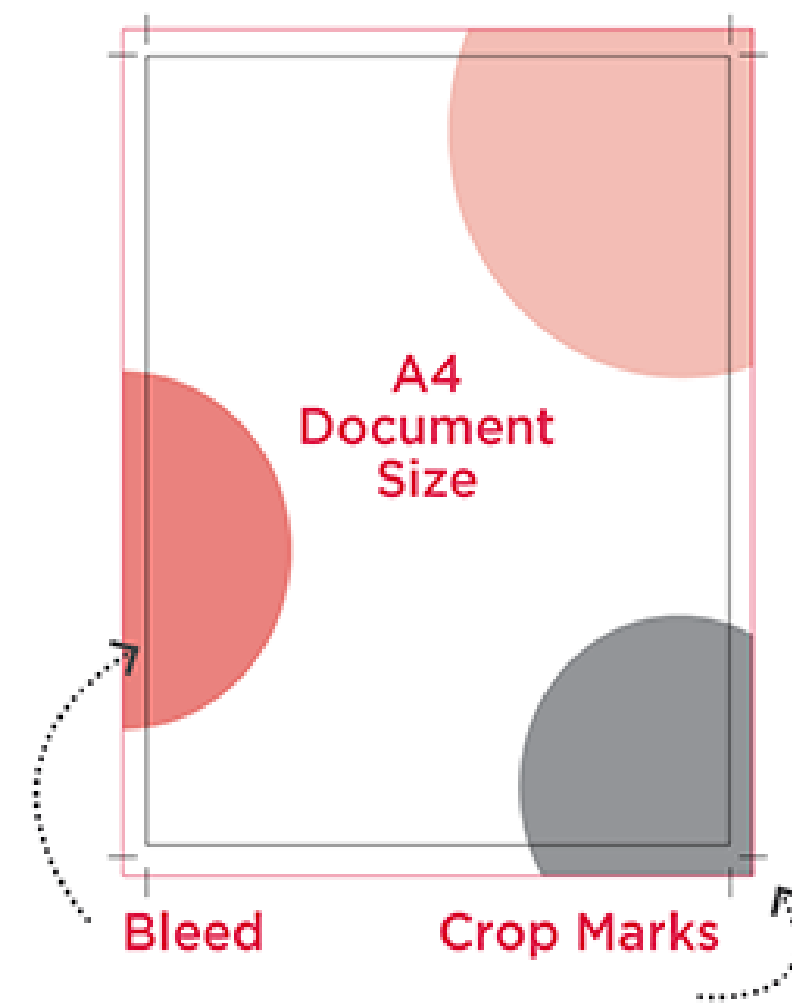
Pocket 袋位



Fold edge 摺邊



Bleeding 出血位



2. YEUNG, Floor 3 Building Entrance (Left/Right)



Pockets at the top and bottom sides & fold edges at the left and right sides

上下做袋位 & 左右摺邊

4900mm

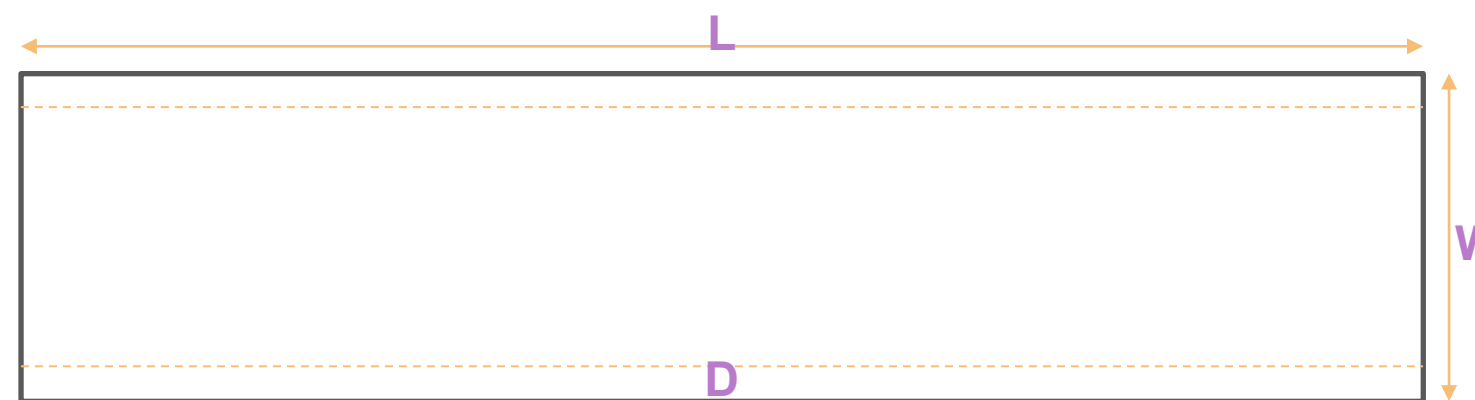
Length (L)

1200mm

Width (W)

50mm

Pocket Size -
Diameter (D)



3. YEUNG, Floor 3M Covered Walkway (1/2/3/4)

Pockets at the top and bottom sides & fold edges at the left and right sides

上下做袋位 & 左右摺邊

2700mm

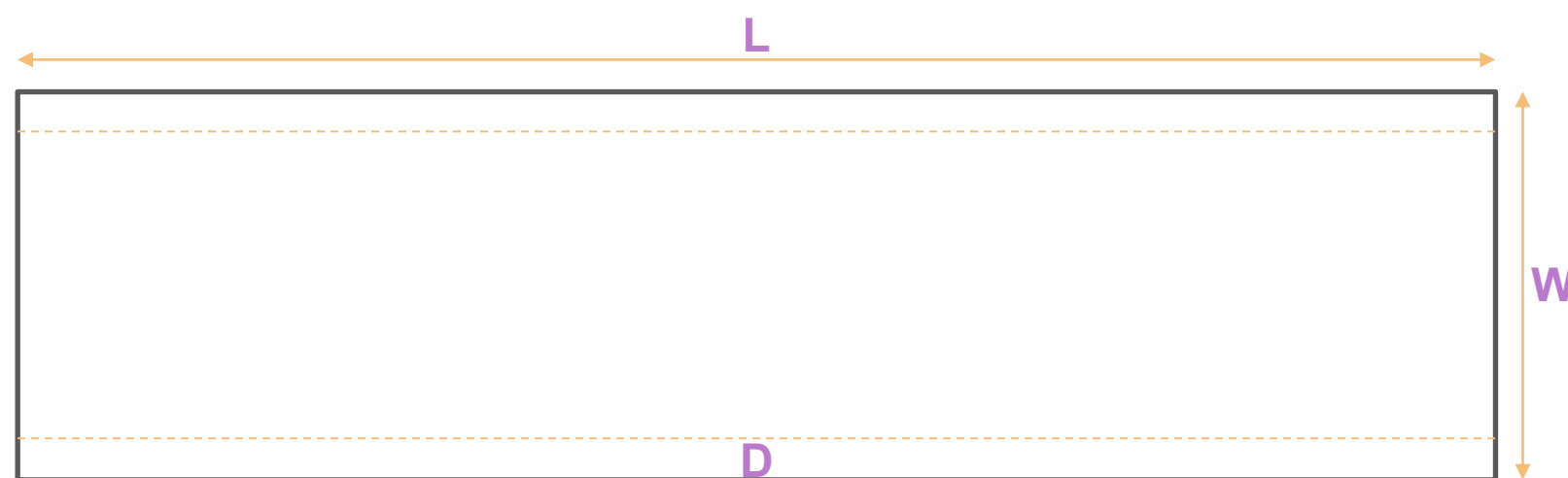
Length (L)

750mm

Width (W)

50mm

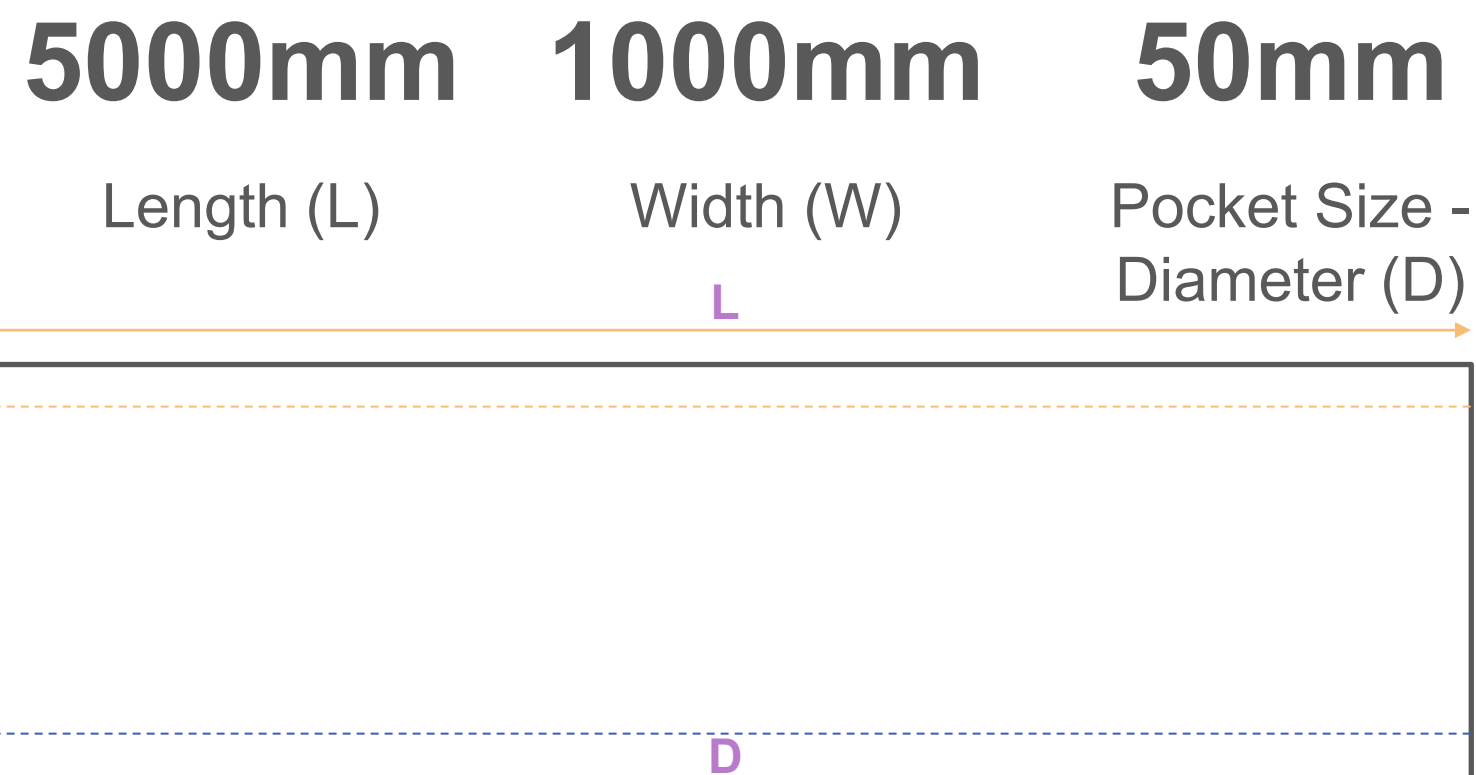
Pocket Size -
Diameter (D)



4. BOC, Below University logo, U-Circle



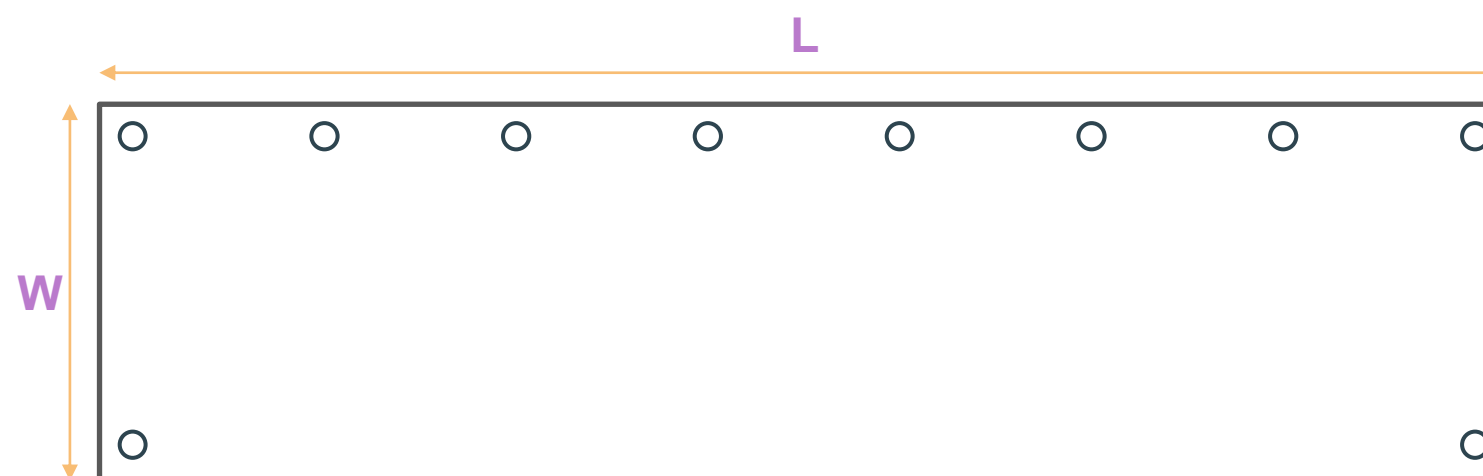
Pockets at the top and bottom sides & fold edges at the left and right sides
上下做袋位 & 左右摺邊



5. BOC, Floor 4 opposite to the swimming pool entrance

Fold edges & even eyelets at the top and bottom sides

四邊摺邊 & 上下打雞眼



3000mm

Length (L)

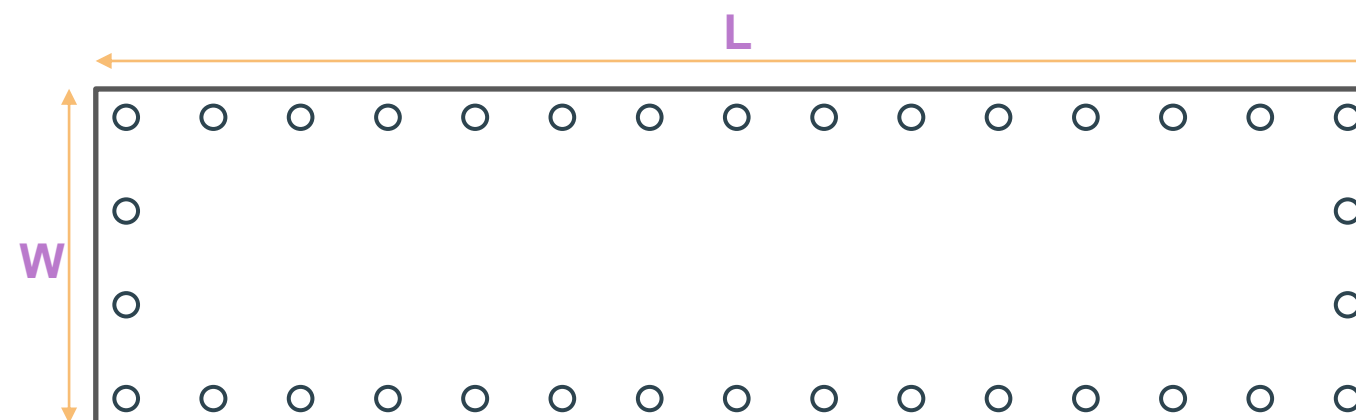
930mm

Width (W)

6. CityUHK exit to Tat Chee Avenue (Special approval is required)

Fold edges & even eyelets

四邊摺邊 & 打雞眼



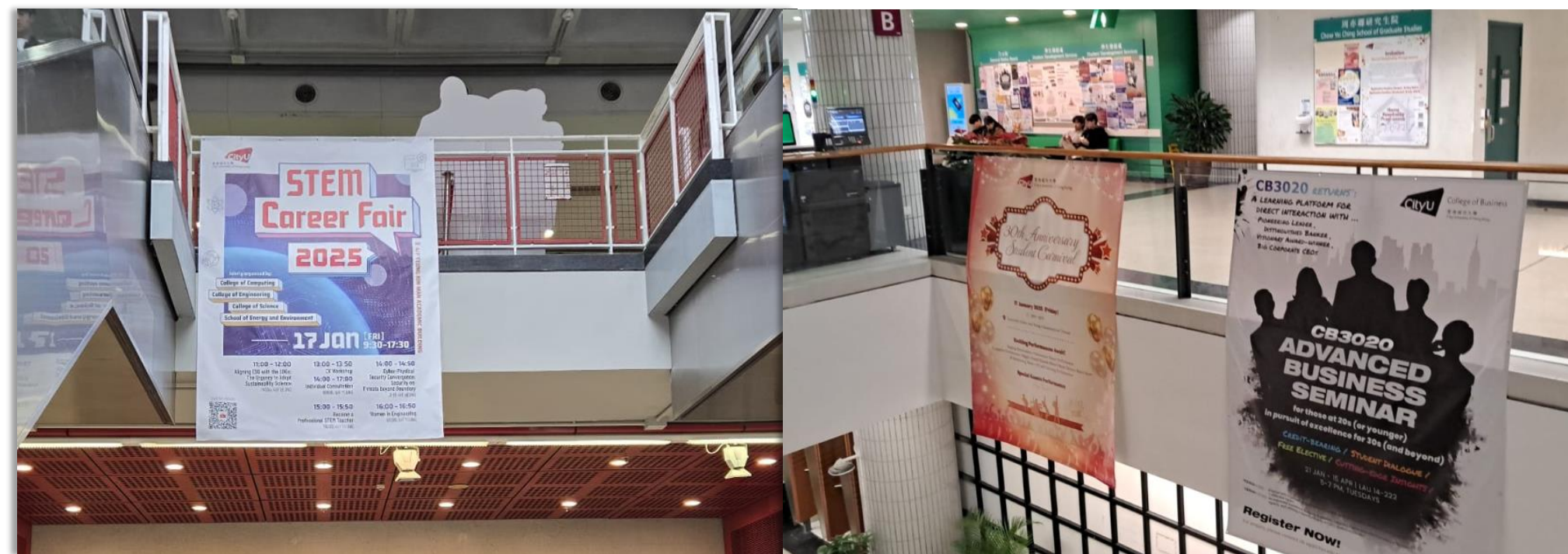
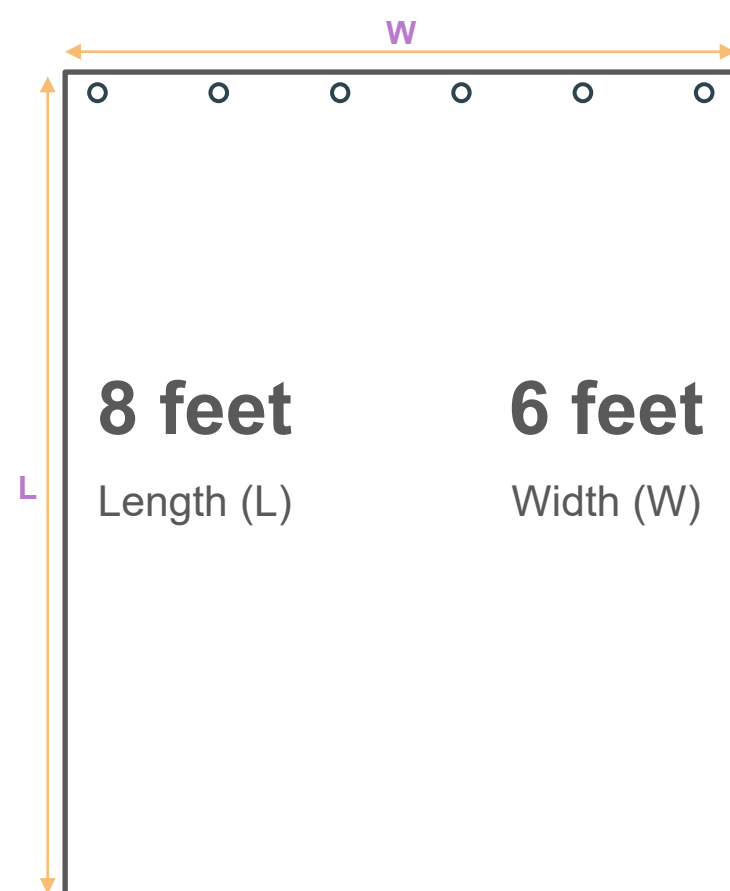
4850mm **1190mm**

Length (L)

Width (W)

7. YEUNG, Floor 4 Escalator to Blue Zone (No. 1-9) YEUNG Floor 5 Escalator to City Express (No. 11-20) (Designated Banner Locations of SDS)

Even eyelets at the top side
上面打雞眼



Information & Enquiry of Designated Banner Locations of SDS

Enquiry: Email: sdsbanner@cityu.edu.hk

SDS Banner Location Booking System



Regulations



Floor Plan





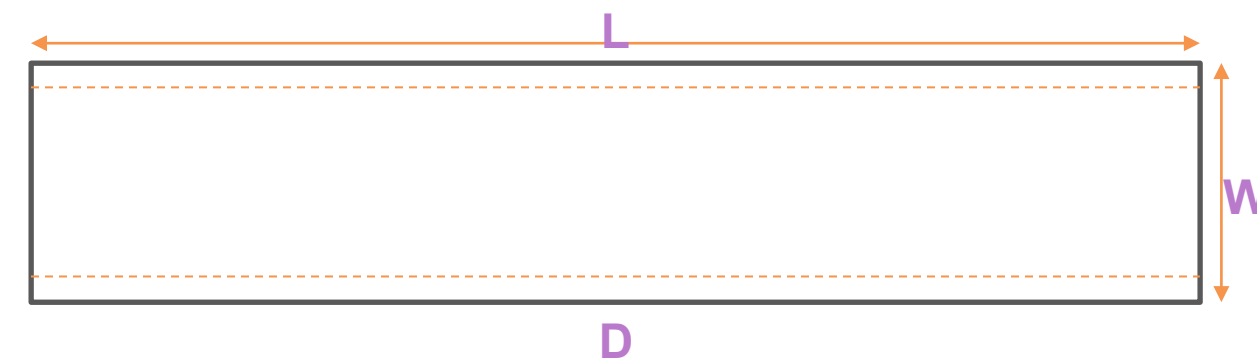
C. Venue Setup Guide

1. YEUNG, Floor 4, U-Concourse

a) Ceiling Banner

Pockets at the top and bottom sides & cutfit at the left and right sides

上下做袋位 & 左右切齊



5000mm

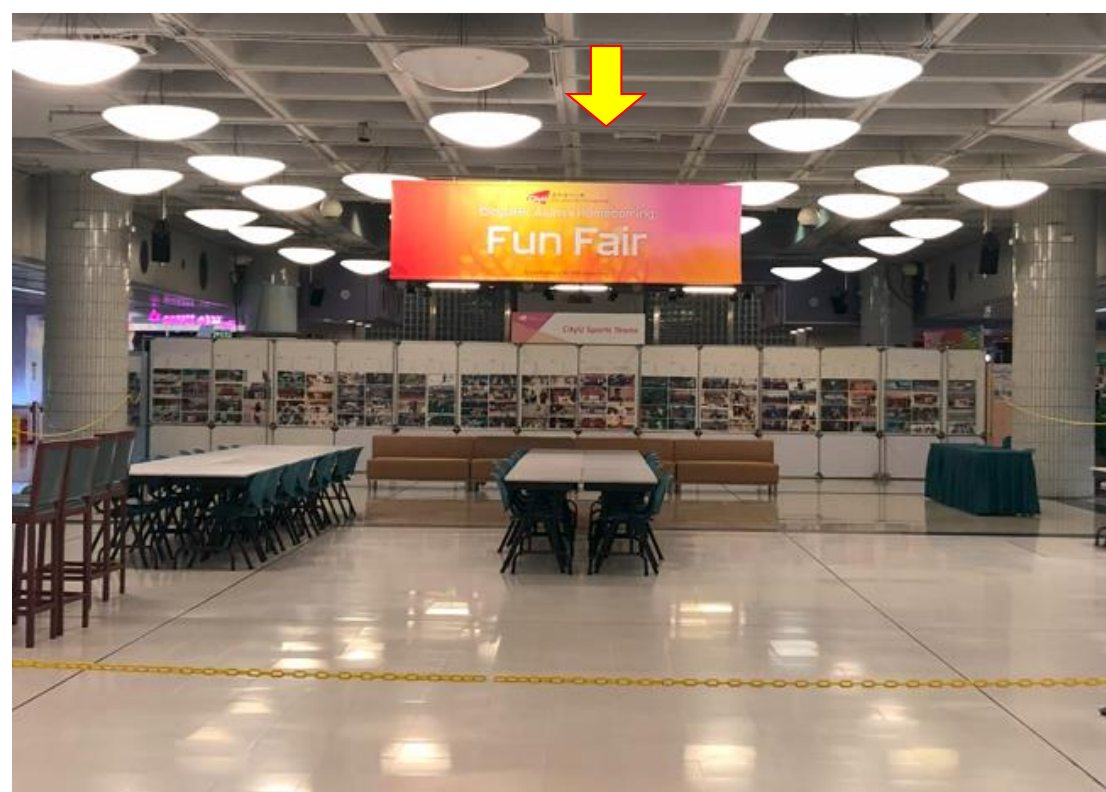
Maximum Length(L)

1000mm

Width (W)

50mm

Pocket Size - Diameter (D)



Reference photo – Purple Zone B



Reference photo – Blue Zone



Reference photo – Yellow Zone

1. YEUNG, Floor 4, U-Concourse

b) Event setting: Exhibition/ Booth/ Workshop/ Ceremony/ Performance



Exhibitio



Boot



Workshop



Performance



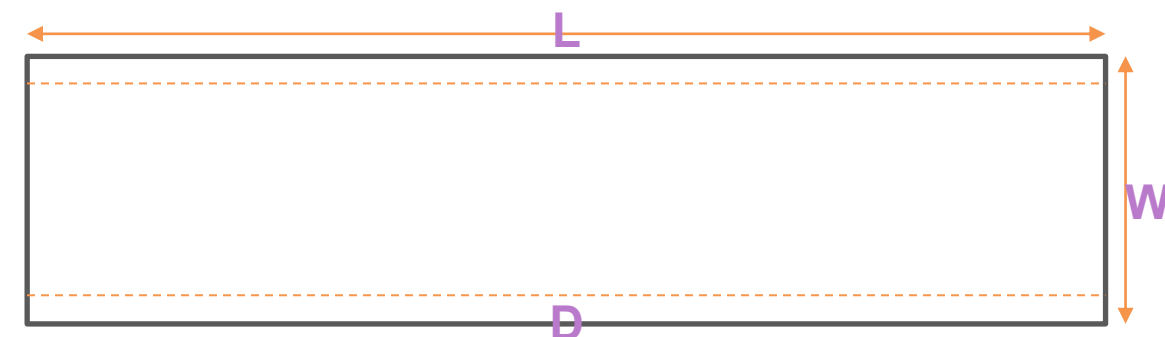
Ceremony

2. YEUNG, Floor 4, Purple Zone A

Ceiling Banner

Pockets at the top and bottom sides & cutfit at the left and right sides

上下做袋位 & 左右切齊



4880mm

Length (L)

800mm

Width (W)

50mm

Pocket Size - Diameter (D)



3. YEUNG, Floor 4, Purple Zone Backdrop



Backdrop size in photo: **4875mm W x 2400mm H**



Backdrop size in photo: **7315mm W x 2400mm H**

4. YEUNG, Floor 4, Blue Zone Backdrop



Backdrop size in photo: 4000mm W x 2400mm H



Backdrop size in photo: 6000mm W x 2400mm H

5. YEUNG, Floor 4, Yellow Zone Backdrop



Backdrop size in photo:
4875mm W x 2400mm H



Backdrop size in photo:
3200mm W x 2140mm H



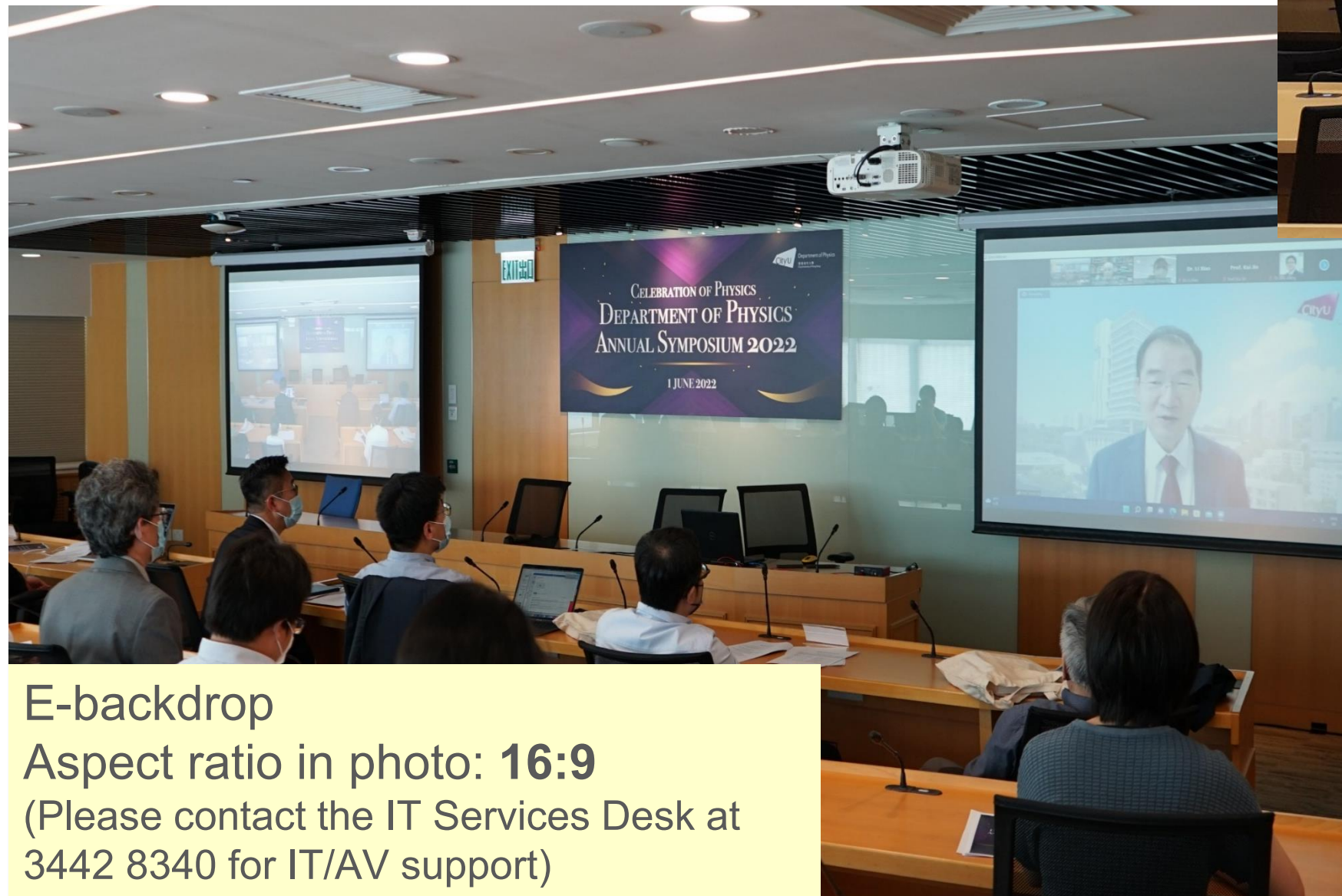
LED Wall size in photo:
6000mm W x 2360mm H
(Please contact the IT Services Desk at
3442 8340 for IT/AV support)

6. YEUNG, Floor 4, Y4502 (Yellow Zone) Backdrop

Backdrop size in photo:
3600mm W x 2400mm H



7. YEUNG, Floor 7, G7603 Banner



E-backdrop

Aspect ratio in photo: **16:9**

(Please contact the IT Services Desk at
3442 8340 for IT/AV support)



2250mm **1000mm**

Maximum Length
(L)

Width (W)

8. BOC , Floor 4, Wong's International Terrace

a) Ceiling Banner

Pockets at the top and bottom sides
& fold edge at the left and right sides

上下做袋位 & 左右摺邊

6000mm

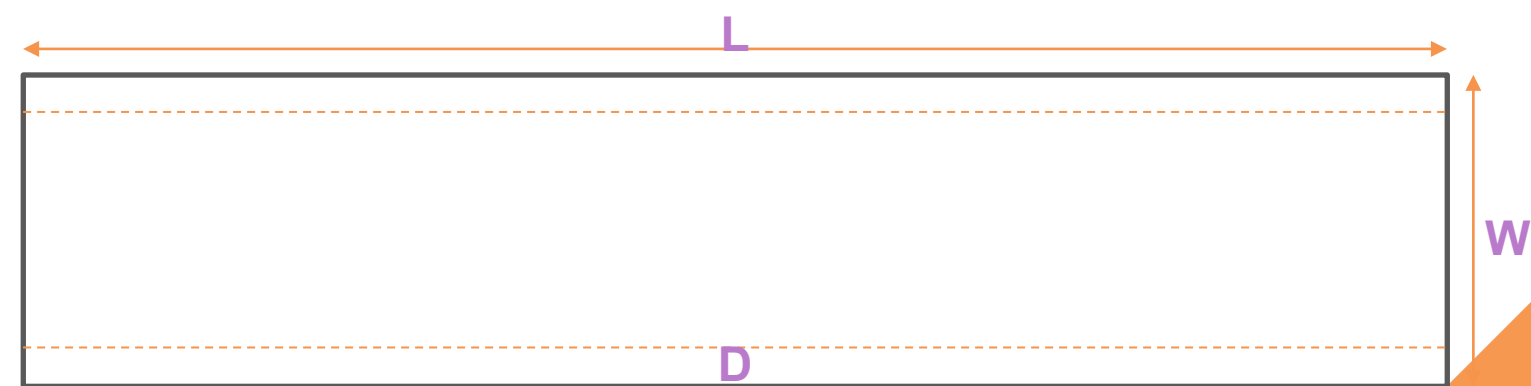
1000mm

50mm

Maximum Length
(L)

Width (W)

Pocket Size -
Diameter (D)



8. BOC , Floor 4, Wong's International Terrace

b) Event setting: Exhibition/ Booth/ Workshop/ Performance

Workshop



Booth



Exhibition



Performance



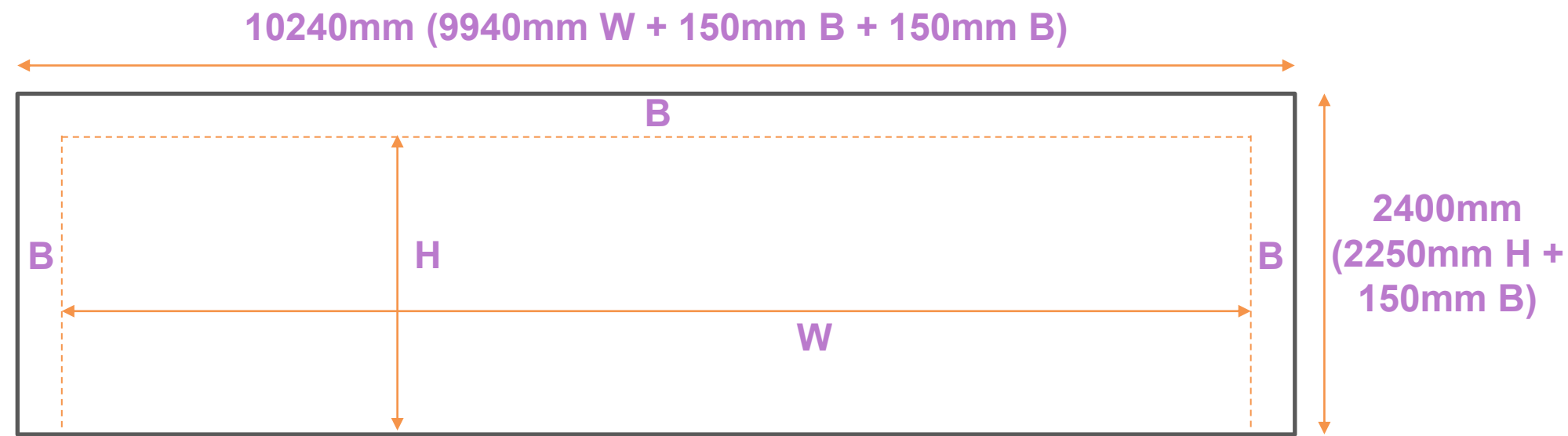
9. BOC, Floor 4, Wong's International Terrace Zone A Backdrop



10. BOC, Floor 4, Wong's International Terrace Zone B

a) Banner

Bleeding 150mm (except the bottom side)
上、左、右，三邊出血各150mm



2250mm **9940mm** **150mm**
Height (H) Width (W) Bleeding (B)



10. BOC, Floor 4, Wong's International Terrace Zone B

b) LED Wall

LED Wall size in photo:
6000mm W x 2360mm H
(Please contact the IT Services Desk at
3442 8340 for IT/AV support)



11. Yip Kit Chuen Building(YKC), Floor 4, Benjamin & Anny Kwok Conference Room (MMR)

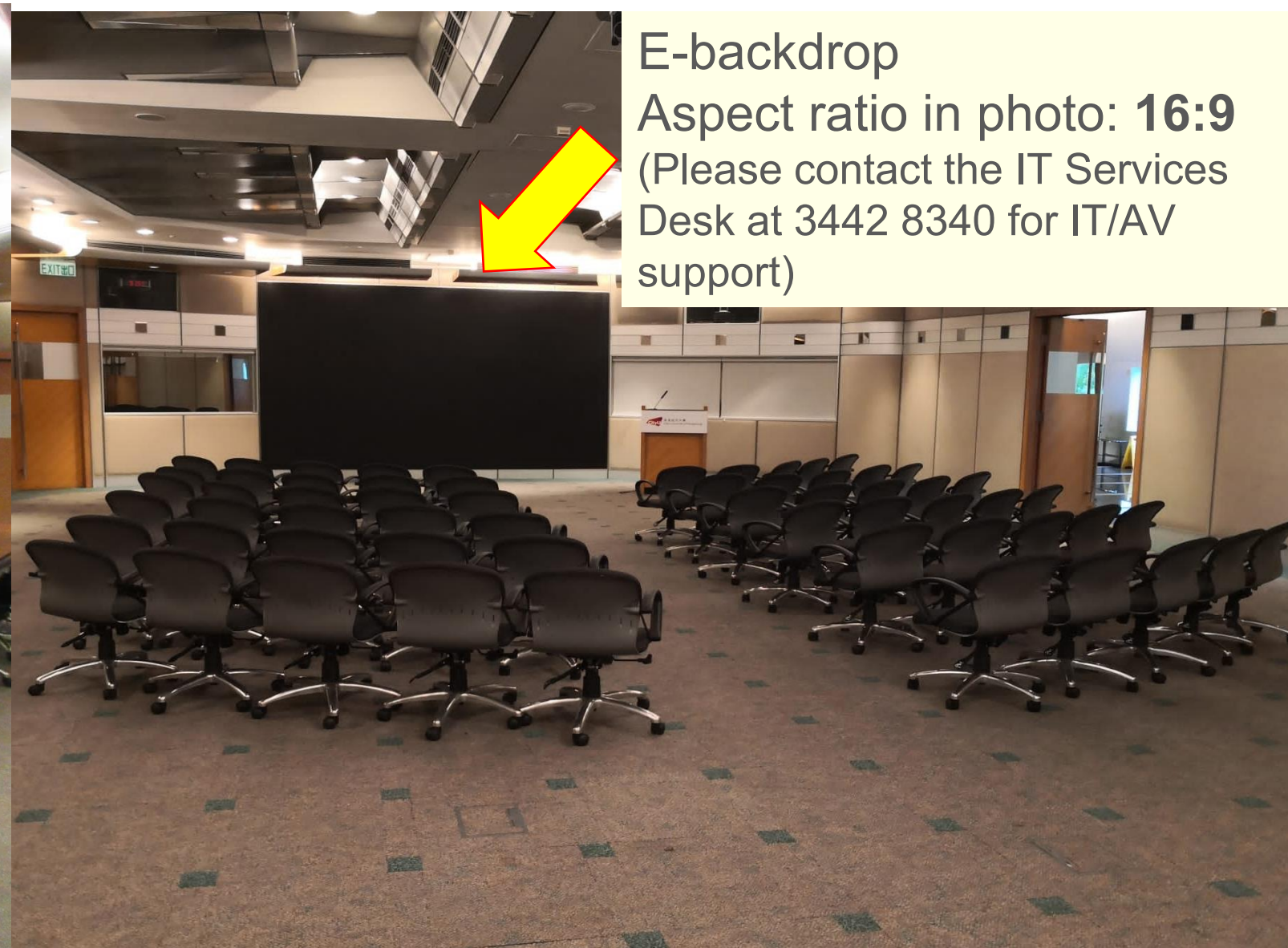
a) Backdrop



Backdrop size in photo: **2430mm H x 5000mm W**

11. Yip Kit Chuen Building(YKC), Floor 4, Benjamin & Anny Kwok Conference Room (MMR)

b) Interior: U Shape Meeting Setting/ Lecture Theatre Setting



E-backdrop

Aspect ratio in photo: **16:9**

(Please contact the IT Services Desk at 3442 8340 for IT/AV support)

12. LI, Ground Floor, Atrium

a) Backdrop



Backdrop size in photo:
3655mm W x 2400mm H

b) Event Setting: Exhibition/ Booth



Exhibition

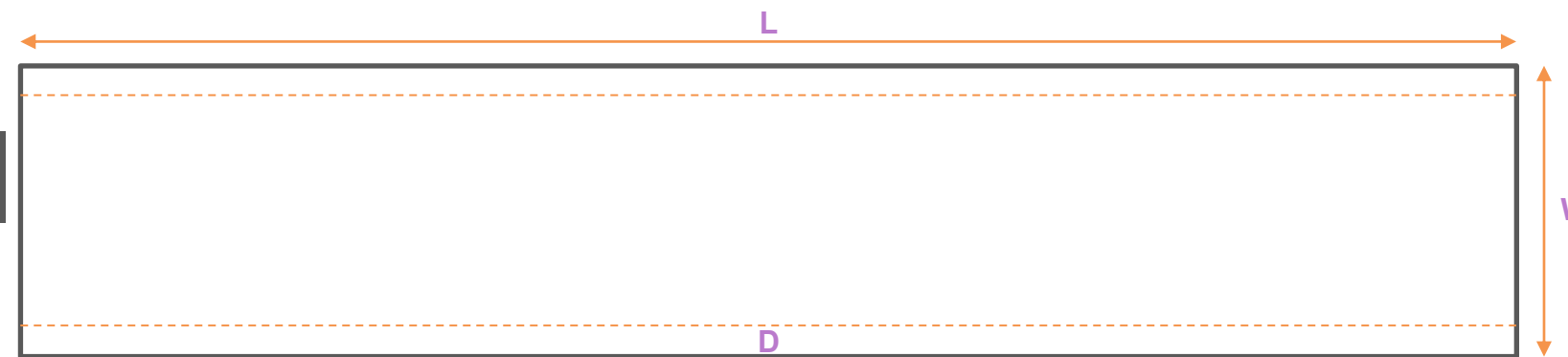


Booth

13. LI-3505, Joseph Lee Hall

Stage Banner

Pockets at the top and bottom sides
上下做袋位



3500mm

Maximum Length
(L)

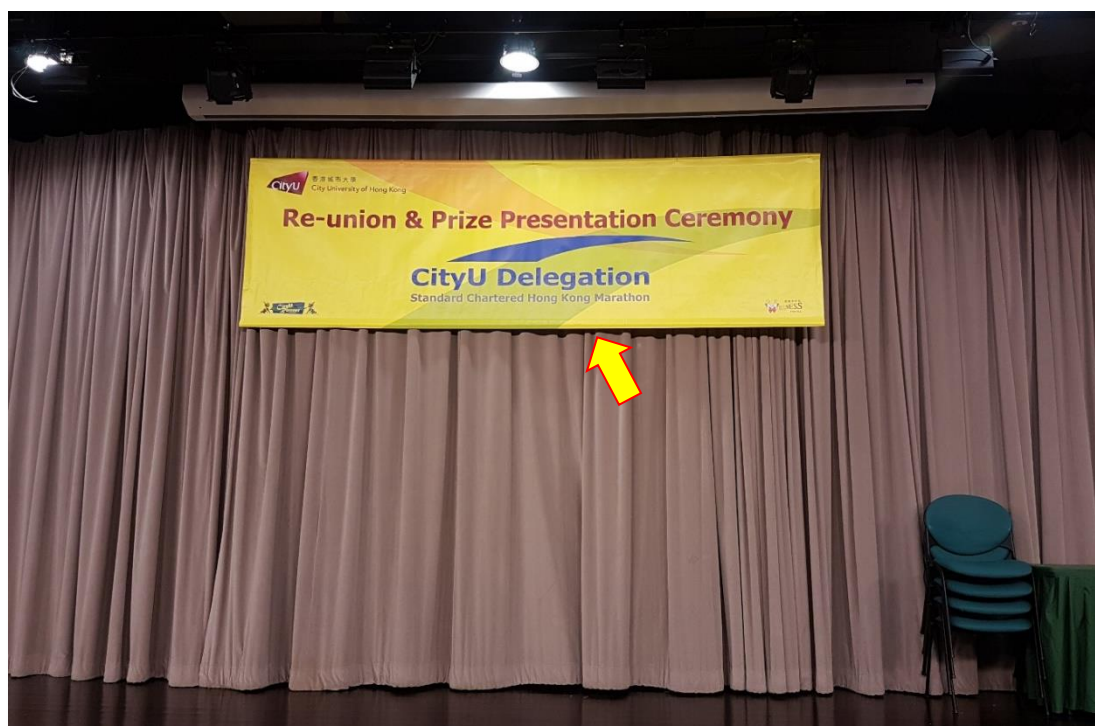
1500mm

Maximum Width
(W)

50mm

Pocket Size -
Diameter (D)

Banner size in photo:
3500mm L x 1080mm W



Banner size in photo:
3500mm L x 1080mm W

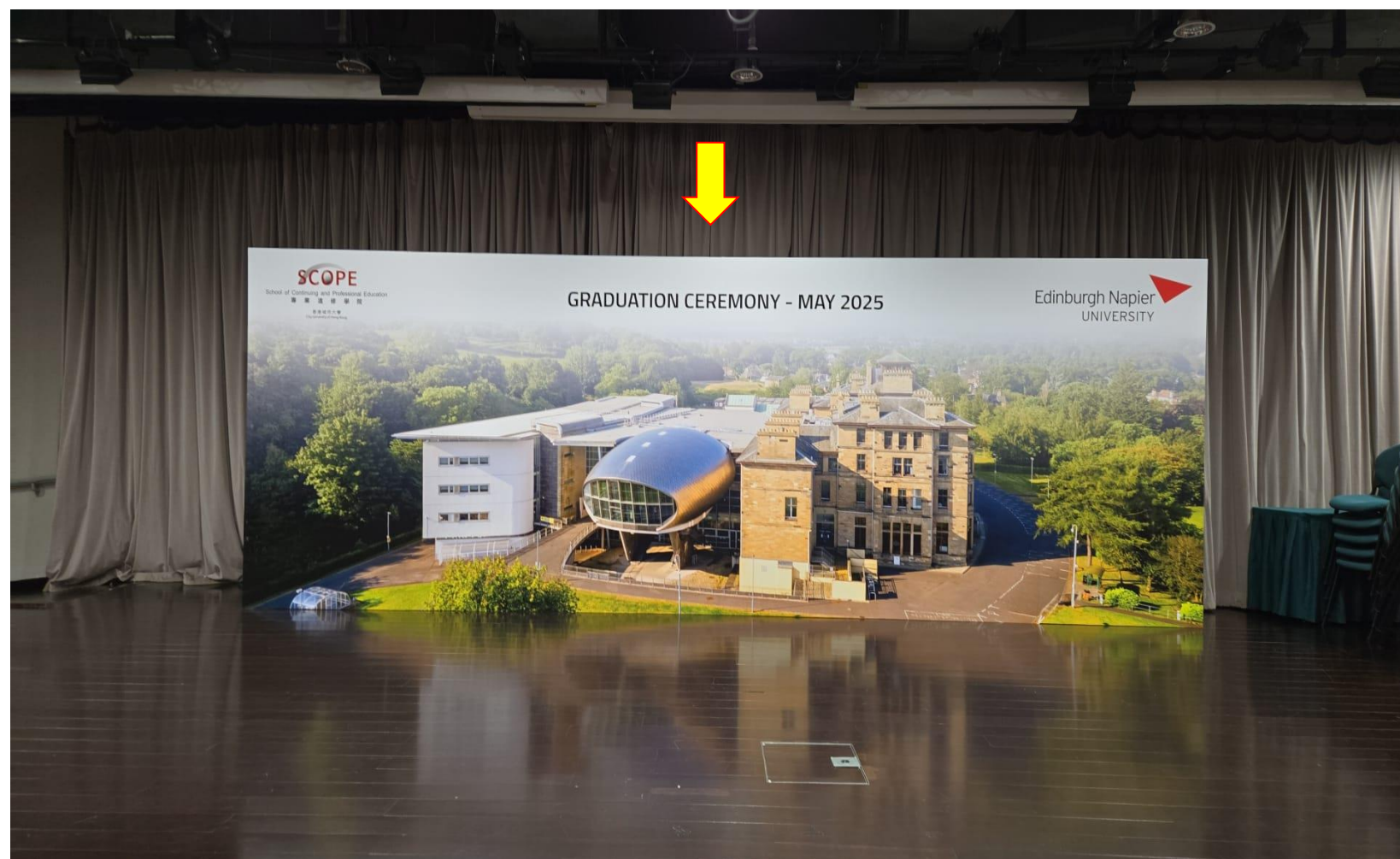


Banner size in photo:
3500mm L x 1500mm W



14. LI-3505, Joseph Lee Hall Backdrop

E-backdrop
Aspect ratio in photo: **16:9**
(Please contact the IT Services Desk at
3442 8340 for IT/AV support)



Backdrop size in photo:
6850mm W x 2400mm H

15. LI, Floor 3, Outside Joseph Lee Hall, Backdrop



16. LAU, Floor 5, Wong Cheung Lo Hui Yuet Hall (WCLHY) Stage Banner (Vertical)

Pockets at the top and bottom sides & cutfit at the left and right sides

上下做袋位 & 左右切齊

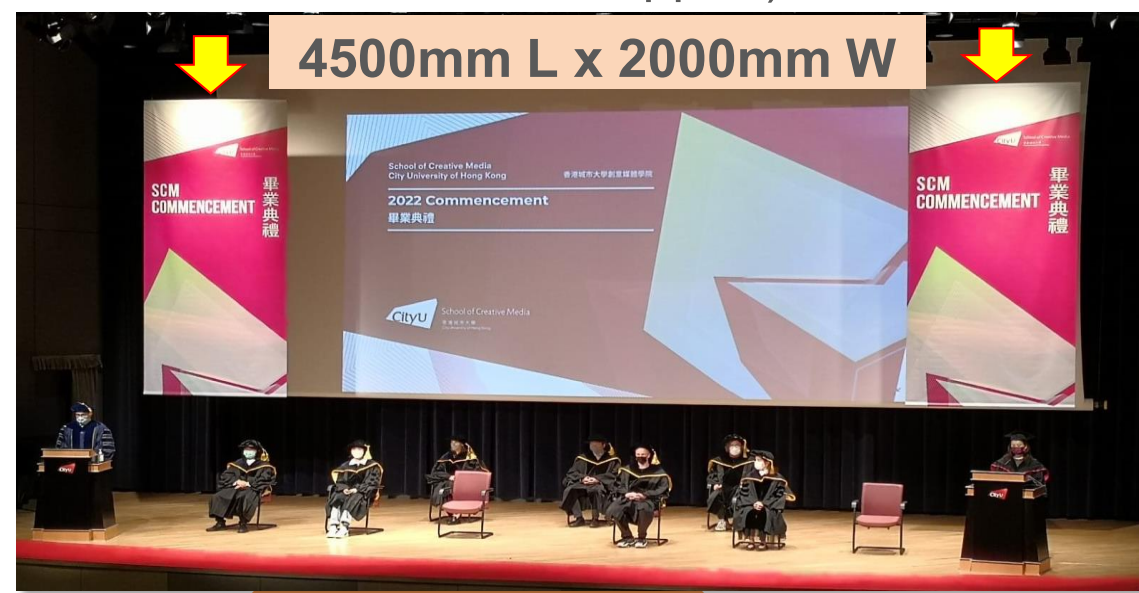
6500mm **2000mm** **50mm**

Maximum Length (L)

Maximum Width (W)

Pocket Size - Diameter (D)

Aspect ratio in photos: **16:9**
(Please contact the IT Services Desk at 3442 8340 for IT/AV support)



17. LAU, Floor 5, Wong Cheung Lo Hui Yuet Hall (WCLHY) Stage Banner (Horizontal)

Banner size in photo: 5500mm L x 1500mm W

Pockets at the top and bottom sides & cutfit
at the left and right sides

上下做袋位 & 左右切齊

7500mm

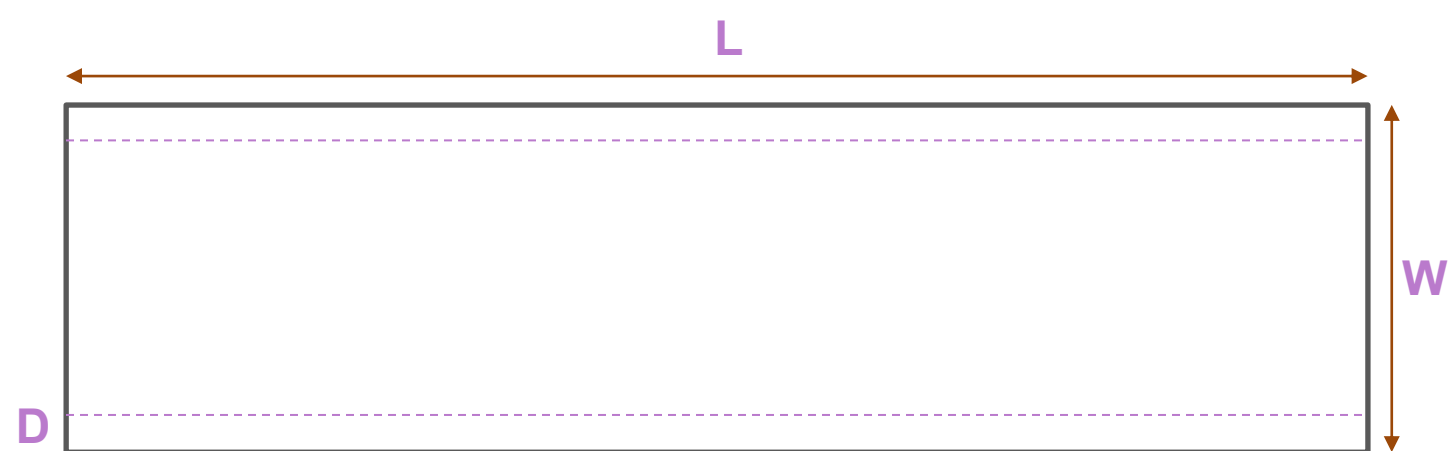
1800mm

50mm

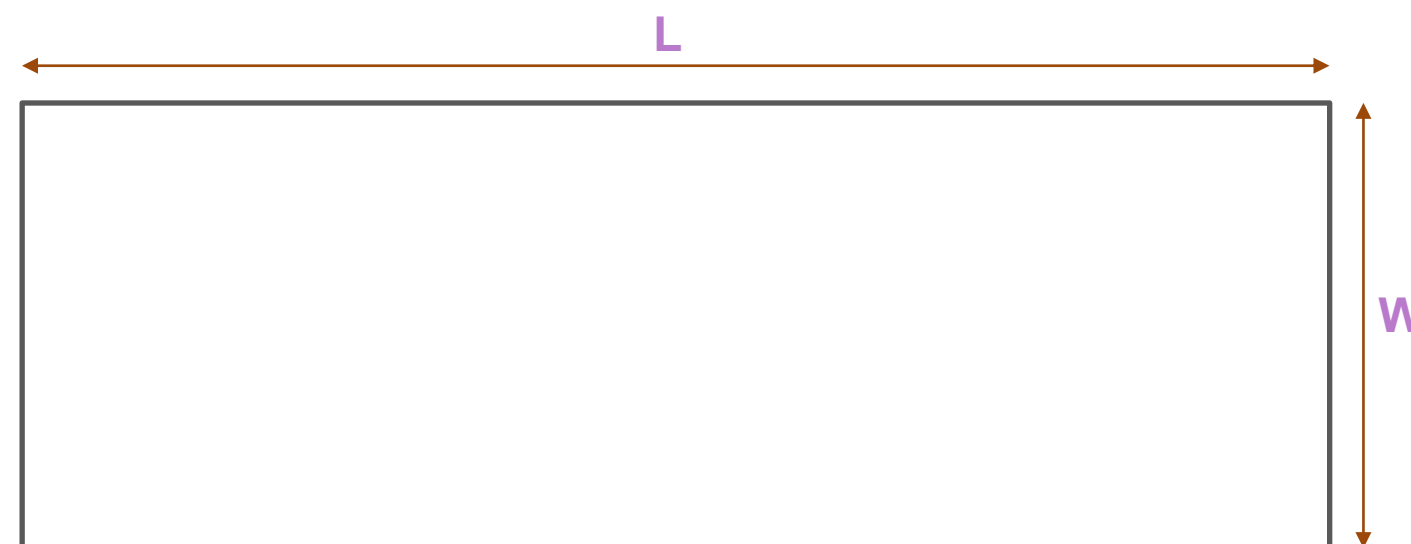
Maximum Length
(L)

Maximum Width
(W)

Pocket Size -
Diameter (D)



18. LAU, Floor 5, Wong Cheung Lo Hui Yuet Hall (WCLHY) Stage Banner



7500mm **1800mm**

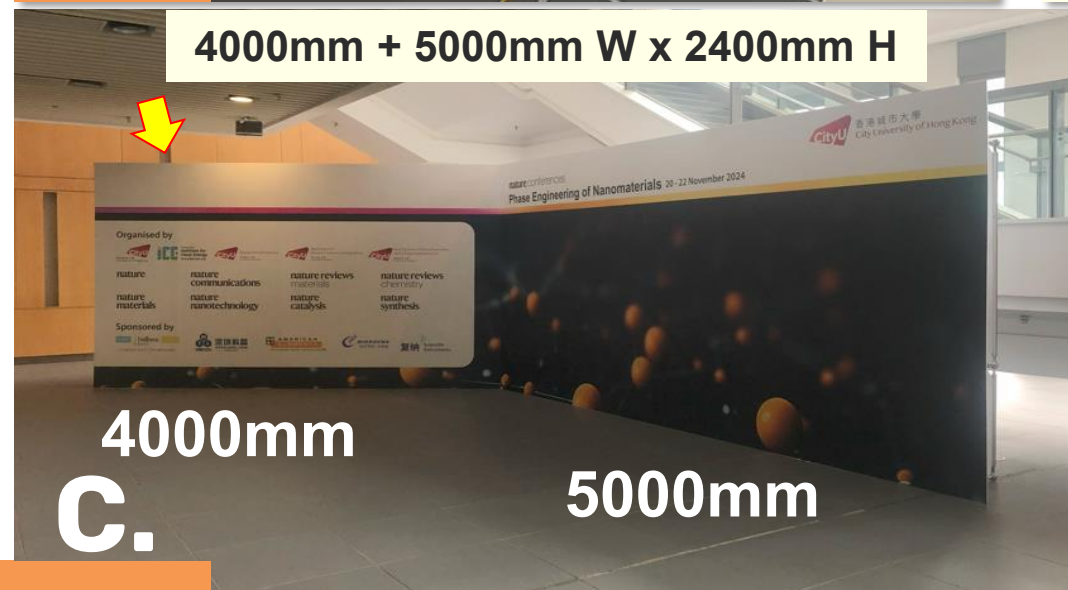
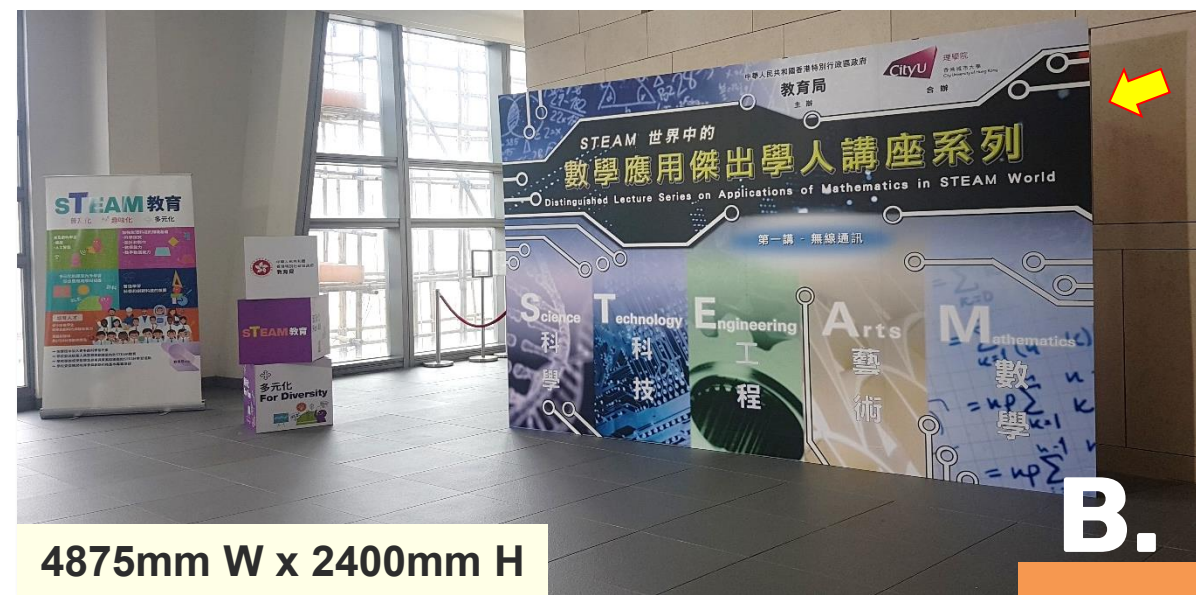
Maximum Length
(L)

Maximum Width
(W)

Foam board size in photo: 7315mm L x 1800mm H

19. LAU, Floor 5, Foyer area of Wong Cheung Lo Hui Yuet Hall (WCLHY)

a) Backdrop



19. LAU, Floor 5, Foyer area of Wong Cheung Lo Hui Yuet Hall (WCLHY)

b) Event setting: Exhibition/ Booth



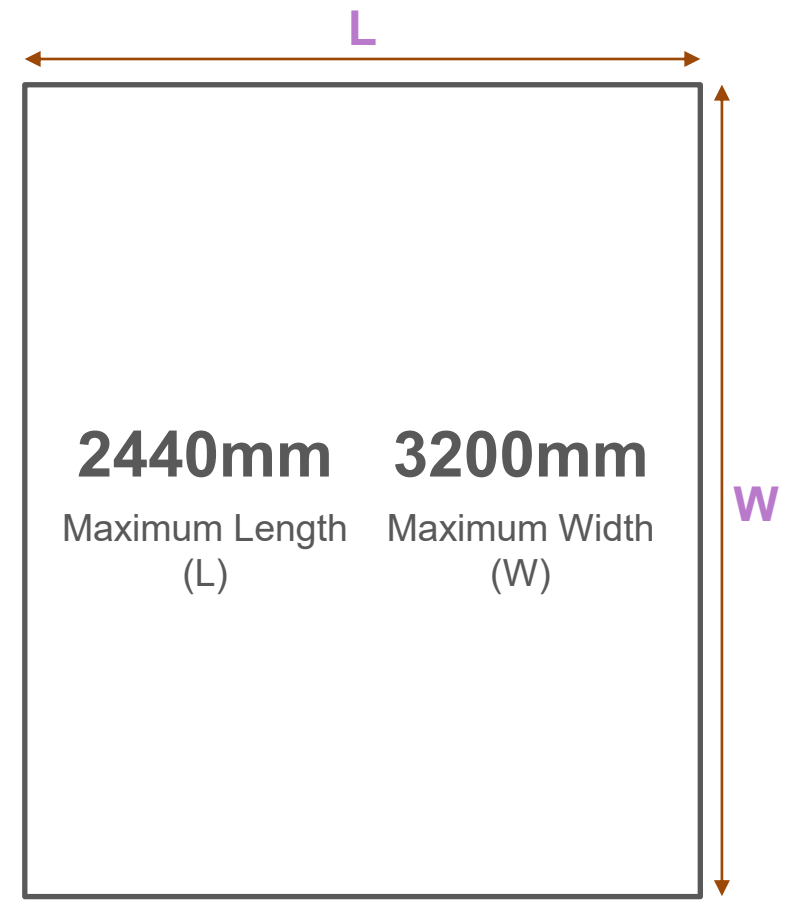
Exhibition



Booth

20. LAU, Floor 11, Eminence Galaxy

a) Backdrop



E-backdrop
 Aspect ratio in photo: **16:9**
 (Please contact the IT Services Desk at 3442 8340 for IT/AV support)



Backdrop size in photo: **1060mm H x 3200mm W**



Backdrop size in photo:
2440mm H x 3200mm W

20. LAU, Floor 11, Eminence Galaxy

b) Event Setting: Meeting setting/ Lecture Theatre setting



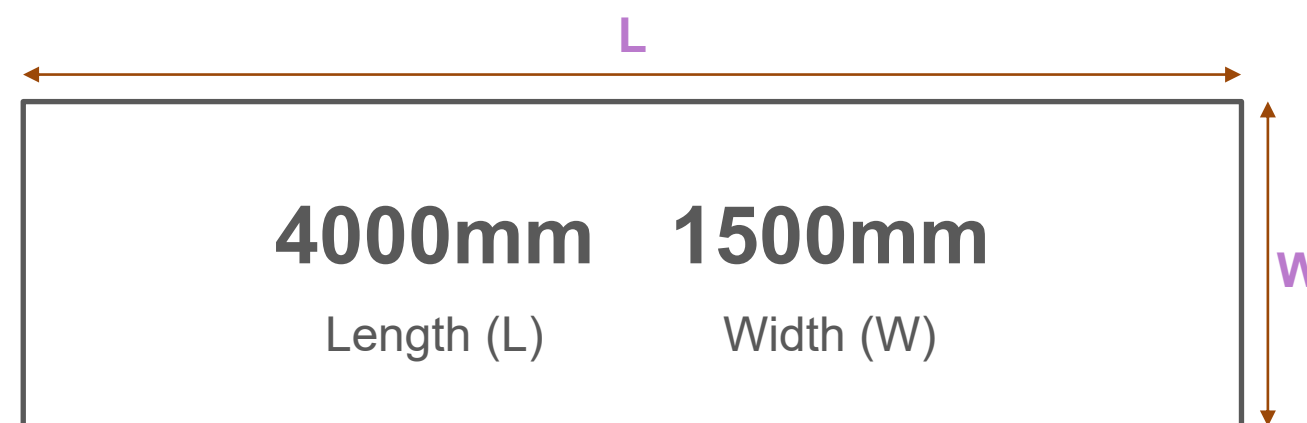
Meeting setting



Lecture Theatre setting

21. LAU, Floor 19, Foyer area of the Senate Room

a) Banner



Pockets at the top and bottom sides
上下做袋位



Cutfit
4邊切齊

22. LAU, Floor 19, Foyer area of the Senate Room

b) Backdrop

Backdrop size in photo:
2400mm H x 5485mm W



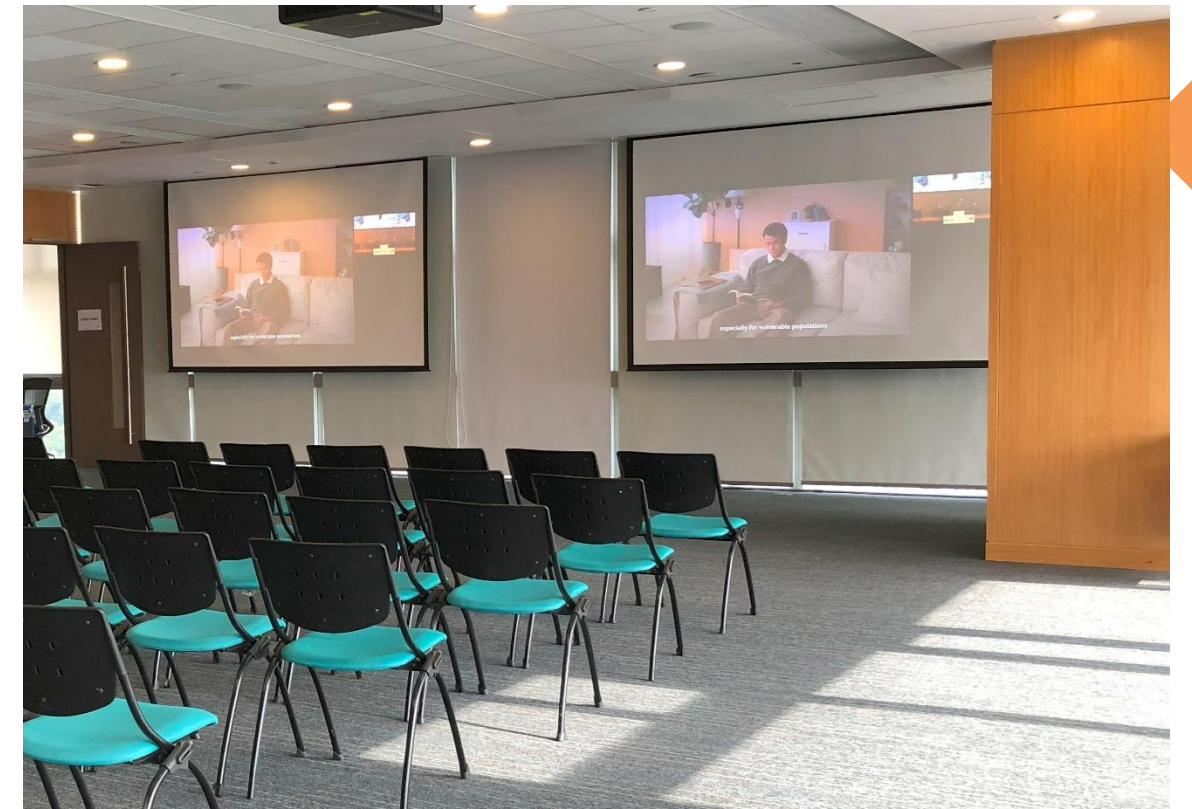
Backdrop size in photo:
2800mm H x 7500mm W



E-backdrop

Aspect ratio in photo: **16:9**

(Please contact the IT Services Desk at 3442 8340 for IT/AV support)



22. LAU, Floor 19, Foyer area of the Senate Room

c) Event setting: Exhibition/ Booth/ Lecture Theatre Setting

Exhibition



Booth



Lecture Theatre



23. AEB, Floor LG1, AE-040 E-backdrop

Aspect ratio in photo: 16:9
(Please contact the IT Services Desk at 3442
8340 for IT/AV support)



Finishing Options for a large-sized Backdrop

To sharpen the overall alignment and aesthetics of the large-sized backdrop, hooks are added at overlapping areas between the foam board and honeycomb.

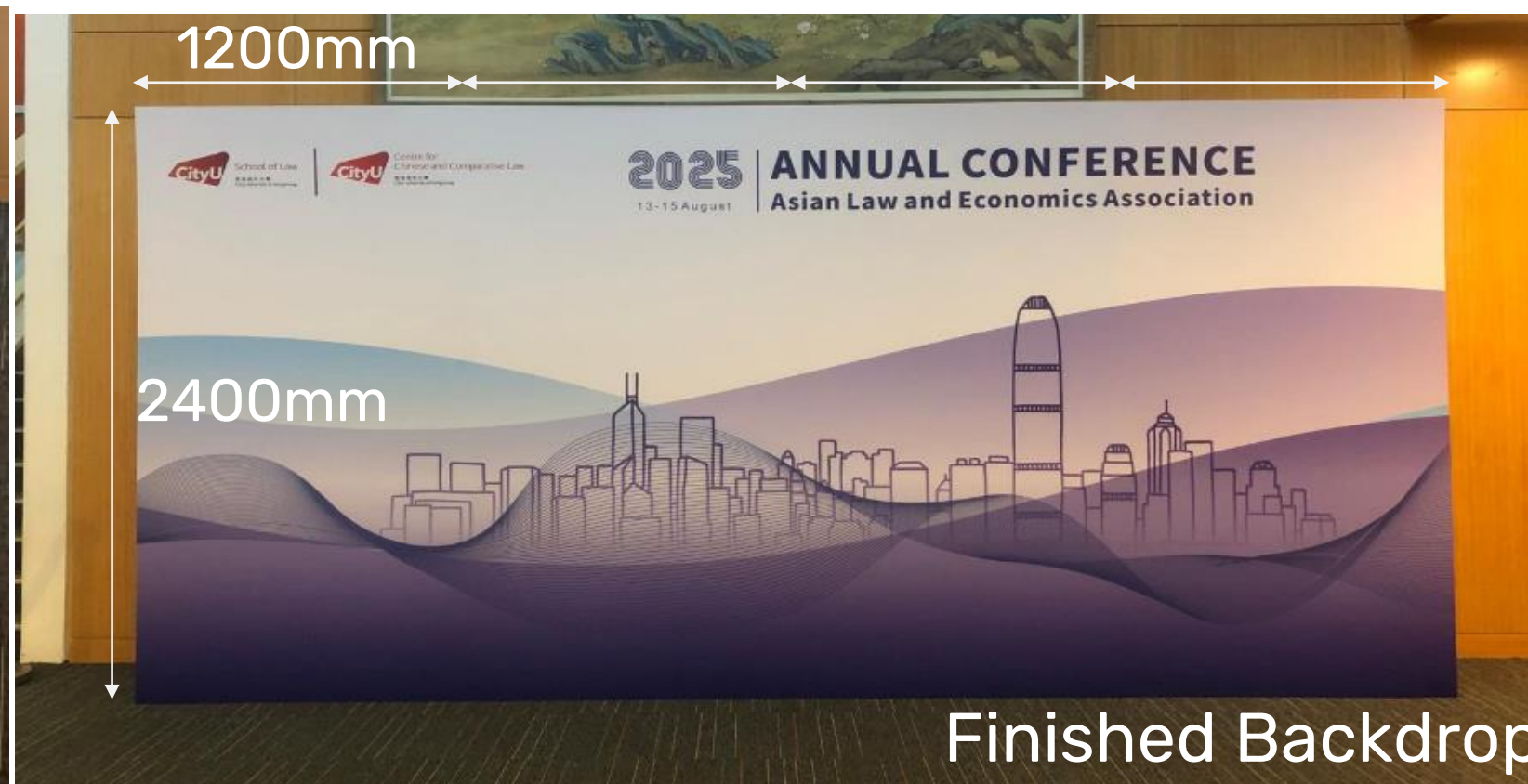


overlapping area

Maximum Material Size:
1200mm W × 2400mm H



overlapping area



Finished Backdrop



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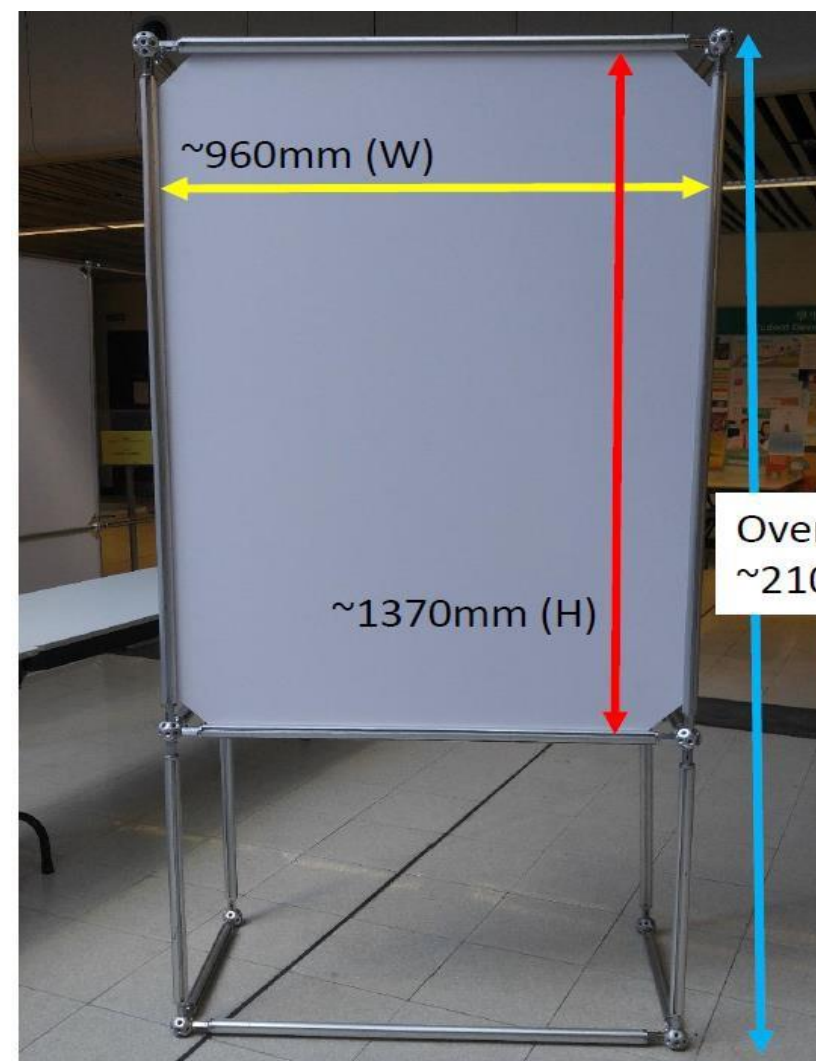
D. Display Unit Guide

1. Size of Typical Display Unit

Display units can be borrowed from FMO for departmental or institutional events with a set-up plan on a first-come, first-served basis.

User departments are required to submit an online service request via CityUHK Service Portal to FMO for approval and setting up.

Size of display unit



A0 size poster
(841mm (W) x 1189mm
(H)) on display unit

2. Design of Display Units



01



02



03



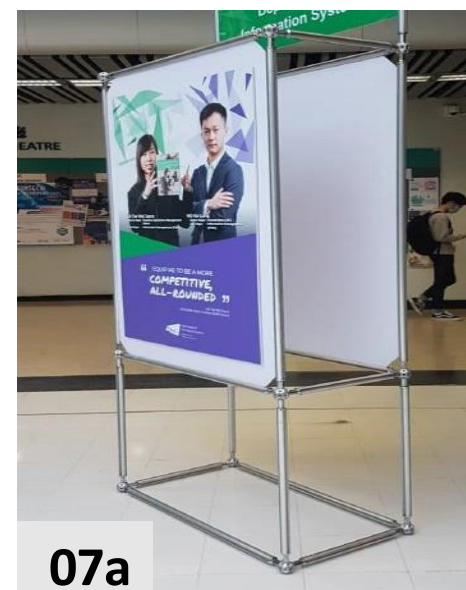
04



05



06



07a



07b

Types of Available Display Units

- 01. - Single-sided
- 02. - Zig-zag
- 03. - Square
- 04. - Connected units
- 05. - Triangle
- 06. - Y-shape
- 07. 07a & 07b - Double-sided

For any ideas or special set-up requirements, please discuss with FMO Event Support Unit in advance.

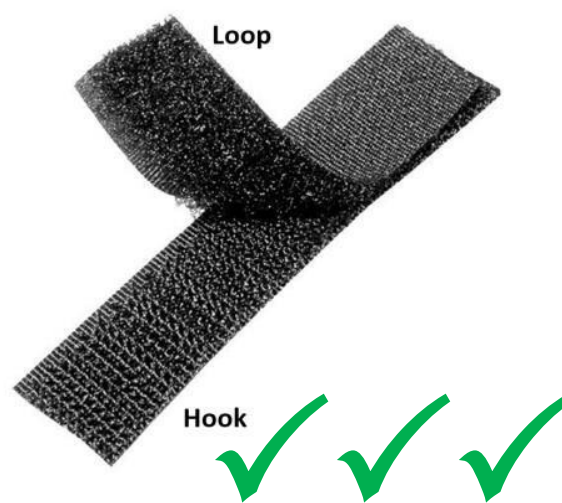
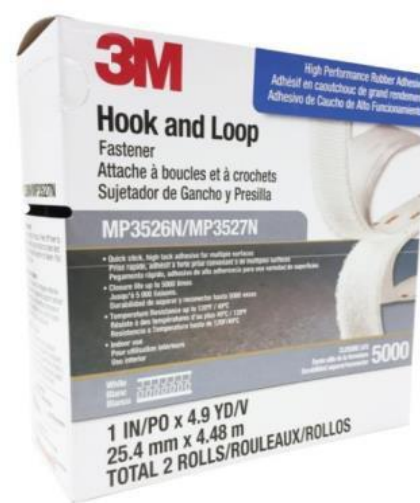
3. Materials suitable for Display Unit

All display materials are provided and self-managed by user department.

Please keep the display units in good condition to ensure adequate supply for every events. User departments should remove ALL the exhibition and adhesive materials at the end of their activities. Failure to do so may result in cleaning charges, or for any damaged display items.

List of suggested adhesive materials:

(a) Hook and Loop Tape Roll with Heavy Duty Adhesive
雙面魔術貼



Good for mounting poster and/or foamboard. It is also easy to remove without any damages or glue marks on the display boards.

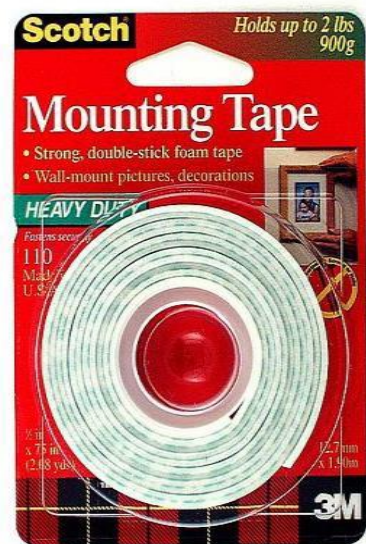
(b) Blu Tack
寶貼萬用膠



Blu Tack can support relatively lighter materials. It is also easy to remove without any damages or glue marks on the display boards. Page 56

4. Materials NOT suitable for Display Unit

(a) Double-Sided Foam Tape
雙面海棉膠紙



XXX

Although this tape has strong adhesive power, it is difficult to remove and may cause a glue marks on the display boards.

(b) Poster sticker / labels
全幅海報貼紙



XXX

Not recommended. It cannot be totally detached after use.

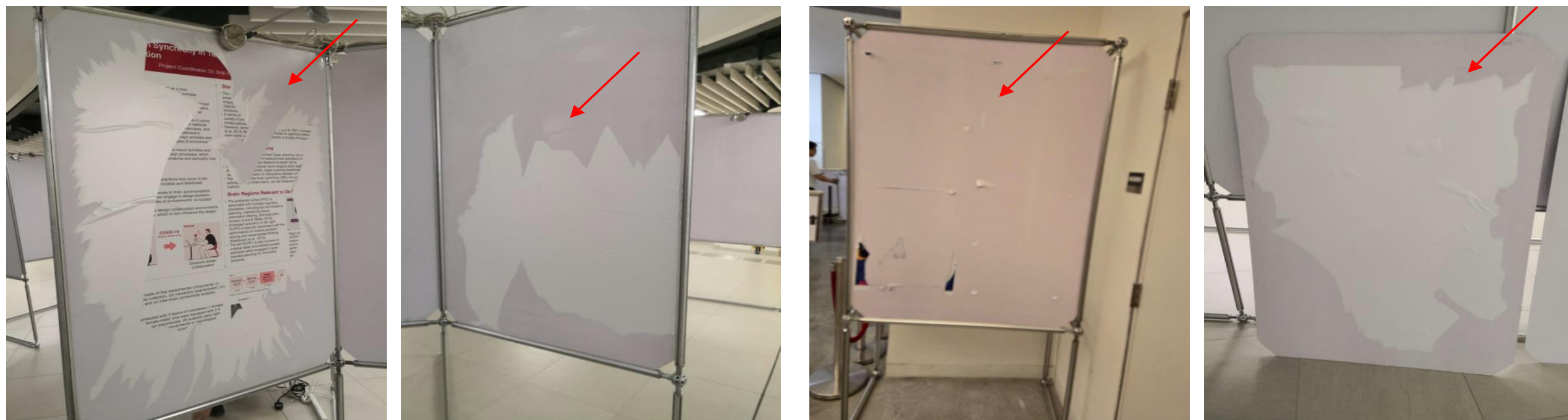
(c) Double-Sided Tape
雙面膠紙



X

Double-Sided Tape can support relatively lighter materials. However, it is difficult to remove and may cause a glue marks on the display boards.

5. Samples of Damaged Display Units



Adhesive stickers cannot be totally detached after use.





Glue marks on the display boards






E. Furniture List For Borrowing




The following list of furniture/supplies can be borrowed from FMO for departmental or institutional events on a first-come, first-served basis. Dimensions are for reference only.

User Departments must submit an online service request via the CityUHK Service Portal to FMO for approval and setting.

No.	Items	Dimensions	Photos
1	Folding table (Grey) 摺枱 (灰色)	150cm W x 60cm D x 73.5cm H	 <p>Grey Table: 1500mm (W) x 600mm (D) x 735mm (H)</p>
2	Movable folding table (Light brown) 可移動摺枱 (淺啡色) (***) <i>For events in LAU Bldg.</i>	約150cm W x 60cm D x 73.5cm H	




No.	Items	Dimensions	Photos
3	Bar table (Sliver) 吧枱 (銀色)	60cm W x 109cm H	
4	PVC Chair (Green) 膠椅 (綠色)	NA	
5	Cushion Chair (Green) 軟墊椅 (綠色)	後腳闊20" 前腳闊19" 由椅背拉水平 到地面延伸至 前腳25.5"	

No.	Items	Dimensions	Photos
6	High chair (Faux leather) 高腳椅 (仿皮)	NA	
7	High chair (Fabric) 高腳椅 (布面)	NA	
8	2-seat sofa (Grey) 兩座位內彎梳化 (灰色)	NA	

No.	Items	Dimensions	Photos
9	2-seat sofa (Coffee) 兩座位梳化 (啡色)	NA	
10	Tablecloth (Green) 枱布 (綠色) (***) <i>For registration / reception use only.</i>	2 ft x 5 ft	
11	Tablecloth (Burgundy) 枱布 (酒紅色) (***) <i>For registration / reception use only.</i> (***) <i>For events in LAU bldg.</i>	2 ft x 5 ft	

No.	Items	Dimensions	Photos
12	Step stage 惠卿枱板	4 ft x 6 ft per block	
13	Choir stand 歌詠級	1830mm W x 1450mm D x 615mm H per set	
14	Wooden lectern (Walnut) 木講台 (胡桃木色)	60cm W x 113cm H x 48cm D	

No.	Items	Dimensions	Photos
15	Carpet (Grey) 地毯 (灰)	NA	
16	Carpet (Red) 地毯 (紅)	NA	
17	Carpet (Burgundy) 地毯 (酒紅)	NA	

No.	Items	Dimensions	Photos
18	Music Stand 樂譜架	NA	
19	Wheat straw tableware (cup/spork/plate) 再生餐具 (杯/叉匙/碟)	NA	
20	Extension cord 拖板	NA	



Information and Enquiry

**Venue / Banner
Online Booking**
Please Scan and Login:



Venue Booking Enquiry

Tel: 3442 8833

Fax: 3442 0505

Email: fmwork@cityu.edu.hk

Event Setup Enquiry

Event Support Unit

**Tel: 3442 6841/
3442 6899**

Venue Information

Please Scan and Login:



LET'S Support GREEN EVENTS IN CITYUHK!



WHY is it important to have green events on campus?

Sustainability, Responsibility, Education



WHAT TYPE of event are you planning?

Will it be Exhibition, Conference, Show, Carnival ?



WHERE is your event venue?

Will it be at the University Concourse, Institutional Venues, Multi-function Rooms, Classrooms and Lecture Theatres, etc.?



WHICH Type of services do you need in your events?

- General Moving: Moving of event materials
- Event Support: Reusable display units
- Security and Cleaning :Crowd & lift control, reservation of parking spaces, cleaning etc.
- Landscape: Plants' Decoration



HOW to setup venue & decoration?

Basic setup: Tables, chairs, and waste bins
Electrical outlets, AV equipment, and lighting

Visual Elements:

Eco-friendly banners/ Honeycomb backdrops or display
LED wall, Minimal Flowers or Potted Plants, Green souvenirs:
e.g.: seed pencils, recycle paper notebooks

Logistics & Flow: QR code invitations and e-tickets

Catering Setup:

Reusable or compostable dishware with NO plastic material; Bite-sized portions to minimize leftovers; Monitor food quantity to prevent waste; Digital or QR code menus