



ETC Green Toolkit

Next step in creating a greener, more sustainable, conscious, mindful and just future by 2030.



Co-funded by
the European Union

ETC Green Toolkit

Practical first steps on the way to sustainable future of theatres.

THE WHY

We all know it is **NEEDED**

We all wait for the **INSTRUCTIONS**

We are at the **DIFFERENT STARTING POINTS**

ETC Green Toolkit

ETC SUSTAINABLE ACTION CODE FOR THEATRES

Green Theatre Committee - 2021

- Ambitious vision to create sustainable progress in Europe's theatres by the end of this decade.
- Based on the three basic pillars considering the social, economic and environmental transformation of our work for a more sustainable, diverse and just use of our resources, to create, present and share theatre made in Europe.

We are committed to adapt our environments and actions in the three areas towards:

- Sustainable processes in theatre organisations
- Sustainable theatre buildings
- Sustainable theatre productions

ETC Green Toolkit

ETC SUSTAINABLE ACTION CODE FOR THEATRES

To achieve these goals we aim to develop:

- 1) A sustainability strategy for theatres that sets out clearly measurable goals and actions to reduce our sector's ecological footprint
 - Acknowledging that not one size fits all for theatre venues to adapt
- 2) Knowledge transfer to exchange on best practices
 - Sharing is caring
- 3) Trainings for theatre professionals
 - Changing of behavioural artistic and organizational practices
- 4) Artistic visions for a greener and more just future
 - Producing narratives, dramaturgies, and performances on stage
- 5) Fair collaboration models
 - Strengthening European and international cooperation
- 6) Public debate between artists, scientists, and stakeholders
 - Shaping societal dialogue
- 7) Visibility and Communication to present our achievements
 - Encouraging others to follow
- 8) Legislative documentation
 - Informing and influencing policy regulations

ETC Green Toolkit

PRACTICAL TOOL TO

Get us all **STARTED**
(NO MATTER HOW SMALL)

Help us **OVERCOME THE FEAR** of complexity of the changes in our processes
(WE DO NOT HAVE TO GO BIG FROM THE BEGINNING, BUT WE NEED TO
BEGIN NOW)

CREATE THE BASELINE for our sustainable practices **WITHIN ETC
NETWORK**
(HOW WE FIT IN, WHERE WE STAND OUT, HOW CAN WE HELP EACH
OTHER)

ETC Green Toolkit

“HOW TO” SET OF BASIC STEPS

- 1) Initiate meeting of interested parties
- 2) Get to know your organization
- 3) Start with EASY WINS
- 4) Communicate
- 5) Create & Implement Production Baseline Standards

3 Steps Towards Sustainability

Choose which Green Book standard to work to. The following pages give detail on each.

	1 Baseline
Invitation	B.1 The production's Green Book Baseline standard is stated as part of the initial invitation to everyone involved.
Production Agreement	B.2 A Green Production Agreement is signed by everyone involved in the production.
Team	B.3 The full team is appointed early to allow for collaboration on sustainability.
Sustainability Champion	B.4 A Sustainability Champion is appointed at the outset to track, guide and support sustainability efforts across the team.
Budget & Schedule	B.5 The budget and schedule are set to support sustainable working.
Concept	B.6 An early meeting at concept stage includes makers, so the whole team can work on how to achieve the vision sustainably.
Development	B.7 A 'Green Card' meeting of the whole team reviews sustainability against standard, and agrees actions.
Evaluation	B.8 A Materials Inventory lists the sources of ALL materials, and their planned disposal routes after the show.
Making	B.9 The Sustainable Workshop guidance is understood and agreed by all, to establish green workshop practices.
	B.10 50% of each category of materials used in the production (set, props, costumes etc) has a previous life.
	B.11 New materials are sustainably sourced if possible. 100% of plastics are reusable, recyclable or compostable.
	B.12 Materials and products which damage the environment are avoided if possible.
	B.13 Deliveries are minimised, and last minute deliveries avoided if possible.
Technical	B.14 Technical teams follow guidance in chapter 8, reducing energy through switch-off routines etc.
Costumes	B.15 The Costumes guidance is understood and followed, to maximise reuse and manage costumes sustainably.
Review	B.16 A review meeting is held by the Sustainability Champion to assess the show's outcome and share lessons learnt.
Disposal	B.17 After the show, 65% of materials are re-used or recycled. Technical systems are maintained, reused or sustainably reused.
Outdoors	B.18 Outdoor / Site Specific shows follow Green Book guidance for Outdoor / Site Specific shows.
Touring	B.19 Touring shows follow Green Book guidance for Touring (see Toolkit).

	2 Intermediate
	I.1 The production's Green Book Intermediate standard is stated as part of the initial invitation to everyone involved.
	I.2 As Baseline.
	I.3 The team is given an information pack of in-house & local resources to support sustainability.
	I.4 All key members of the team have undertaken carbon literacy training before production starts.
	I.5 As Baseline.
	I.6 As Baseline.
	I.7 As Baseline.
	I.8 As Baseline.
	I.9 As Baseline.
	I.10 75% of each category of materials used in production (set, costumes, props etc) has a previous life.
	I.11 All other materials are sourced sustainably.
	I.12 Materials and products which damage the environment are avoided.
	I.13 Vehicle mileage associated with the production and deliveries is tracked and recorded.
	I.14 As Baseline.
	I.15 As Baseline.
	I.16 As Baseline.
	I.17 After the show, 80% of materials are re-used or recycled. Technical systems are maintained, reused or sustainably reused.
	I.18 As Baseline.
	I.19 Vehicle mileage associated with the tour is tracked and recorded.

	3 Advanced
	A.1 The production's Green Book Advanced standard is stated as part of the initial invitation to everyone involved.
	A.2 The Green Production Agreement contains a clear divestment and ethical funding statement.
	A.3 All supply contracts, tender documents and contracts require Green Book Advanced standard to be met.
	A.4 A Carbon Budget is set, and the Sustainability Champion trained in using a Carbon Calculator.
	A.5 As Baseline.
	A.6 As Baseline.
	A.7 Sets are designed with modular components for easy reuse.
	A.8 A Carbon Calculator is used to track the production's footprint.
	A.9 Sets are made for easy disassembly to allow for recycling of materials
	A.10 100% of materials in the production have a previous life, are from 100% recycled content, OR ...
	A.11 All new materials are accredited carbon zero.
	A.12 The production uses no toxic or environmentally harmful production materials.
	A.13 The production only uses electric vehicles, rail, cycles, or public transport.
	A.14 As Baseline.
	A.15 As Baseline.
	A.16 As Baseline.
	A.17 After the show, 100% of materials are re-used or recycled. Technical systems are maintained, reused or sustainably reused.
	A.18 An Ecological Impact Assessment is carried out for any outdoor locations used.
	A.19 A Carbon Calculator is used to understand the impact of each leg of the tour.

	ETC Baseline Standard
STEP 1	<p>Plan for a Sustainable Production</p> <ul style="list-style-type: none"> • Appoint the team early, making clear the production will be to ETC Baseline Standard. Ask everyone to sign a Green Production Agreement. • Set the budget to spend more on people and less on materials. Set a longer programme to allow for sustainable working • Appoint a Sustainability Champion to record progress.
STEP 2	<p>Concept and Development</p> <ul style="list-style-type: none"> • Hold an early concept meeting that includes makers, so everyone can collaborate on achieving a sustainable outcome. • Hold a 'Green Card' meeting for the whole team to review sketch designs and work together to achieve the sustainability standard.
STEP 3	<p>Making</p> <ul style="list-style-type: none"> • Keep a Materials Inventory of everything that goes on stage: sets and scenery, props, costumes and technical equipment. • 40% of each category of material should have been used previously. 60% should have a future life after the production. • Source all other materials sustainably <u>if possible</u>. Completely avoid PVC, tropical hardwoods, and polystyrene. • Keep a log of all deliveries.
STEP 4	<p>Technical</p> <ul style="list-style-type: none"> • Plan switch-on and switch-off routines to minimise energy use.
STEP 5	<p>After the production</p> <ul style="list-style-type: none"> • Check you have achieved the target for sustainable disposal. • Hold a review meeting to share lessons learned and write a short case study for the ETC network.

Step 1

Productions

Trial one production to ETC
Baseline standard

Buildings

Carry out a Home Survey of
your main building

Operations

Create a Green Team

Step 2

Trial a series of productions
to ETC Baseline standard

Put in hand the 'Easy Wins'
for your building

Assess your operation
against ETC Baseline
standard

Step 3

Make all your productions to
ETC Baseline standard

Make a long-term
sustainability plan for your
building

Manage your operation to
ETC Baseline standard

ETC Green Toolkit

EXAMPLES - CASE STUDIES - RESOURCES

PRACTICAL INFORMATION TO BE ADAPTABLE TO YOUR COUNTRY/ ORGANIZATION (checklists, signs, job descriptions)

RECOMMENDATION ON SUSTAINABLE PRACTICES
WHAT DATA TO COLLECT

PRAVIDLA TŘÍDĚNÍ / WASTE MANAGEMENT



PAPÍR / PAPER



- Kancelářský papír
- Noviny
- Časopisy
- Office paper
- Newspapers
- Magazines



- Křídový papír
- Použité ubrousky a papírové kapesníky
- Coated paper
- Used napkins and tissues



KARTON / CARDBOARD



- Rozložené krabice
- Flattened cardboard
- Cardboard packaging



- Papír
- Časopisy
- Nápojové kartony
- Paper
- Magazines
- Food & Drink cartons



SKLO / GLASS



- Lahve
- Sklenice
- Bottles
- Jars



- Keramika
- Porcelán
- Pyrex Glass
- Porcelain wear



PLAST / PLASTIC



- Pouze plast
- Prosím, opláchněte všechny položky.
- Plastic only
- Please, rinse all items.



- Obaly od snacků
- Použité potravinové folie
- Snack bags
- Used Saran wrap



HLINÍK / ALUMINIUM



- Plechovky od pití
- Plechovky od jídla
- Prosím, vše opláchněte.
- Drink cans
- Food tins
- Please, rinse all items.



- Aerosol spreje
- Použitý alobal
- Aerosol
- Soiled Aluminium Foil



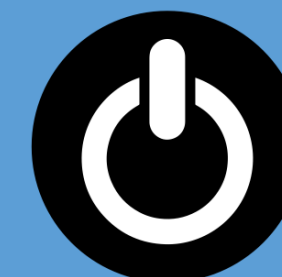
KOMPOST / COMPOST



- Zbytky jídla
- Použité papírové kapesníky
- Kompostovatelné produkty z papíru, cukrové třtiny, kukuřičného škrobu
- Food Waste
- Soiled Paper Napkins
- Compostable products from paper, sugarcane, cornstarch



- Oleje a tekuté zbytky
- Jednorázové nádoby z bioplastu nebo povoskované
- Oils and liquids
- Single use cups, cutlery, dishes from bioplast or waxed paper



PŘI ODCHODU ZHASNI SVĚTLO, VYPNI KLIMATIZACI

A ZKONTROLUJ SPOTŘEBIČE

TURN OFF THE LIGHTS,
TURN OFF THE AIR CONDITIONING
AND CHECK THE APPLIANCES
WHEN LEAVING

DĚKUJEME
THANK YOU



DRY MIXED RECYCLABLES

CARDBOARD	PAPER	GLASS	PLASTIC	ALUMINIUM
<ul style="list-style-type: none"> • Flattened Cardboard • Cardboard Packaging 	<ul style="list-style-type: none"> • Copier/Office Paper • Newspapers • Magazines 	<ul style="list-style-type: none"> • Bottles • Jars 	<ul style="list-style-type: none"> • Plastic Only • Please rinse all items 	<ul style="list-style-type: none"> • Drink Cans • Food Tins • Please wash all tins and cans
<ul style="list-style-type: none"> • Paper • Magazines • Food & Drink Cartons 	<ul style="list-style-type: none"> • Coated Paper 	<ul style="list-style-type: none"> • Drinking Glasses • Pyrex Glass • Cruetary 	<ul style="list-style-type: none"> • Snack Bags • Saran Wrap • Plastic Bags 	<ul style="list-style-type: none"> • Aerosols • Soiled Aluminium Foil

FOOD WASTE, SOILED PAPER NAPKINS, AND BAMBOO, BIRCH, PALM OR COMPOSTABLE PAPER PRODUCTS IN COMPOST BIN.

NO THANKS TO SNACK BAGS, SARAN WRAP, OR BIOPLASTICS.



In-Office Plan for Green Companies:

- Turn off your computers and monitors overnight and on weekends, and use timers and/ or motion sensors to minimize light use.
- Check weatherproofing to cut down on heating and electricity .
- Turn off your climate control when not needed.
- Replace all power strips with smart power strips that conserve energy.
- Replace all lightbulbs with energy efficient lightbulbs.
- Properly recycle all old e-waste, and use rechargeable batteries wherever possible.
- Implement clearly labelled bins in prominent places, and desk side recycling to help everyone understand what goes where.
- Give preference to locally manufactured sustainable supplies.

Office Memo Template:

Welcome to our office! We're working to operate more sustainably . We want to let you know about the green measures we've taken.

You can recycle the following in our office, please pay attention to the signs at the cans:

Paper, card, plastic bottles, glass and cans. Please put any recyclables in the these bins - we don't have trash cans under the desks as they discourage recycling.

You can put all waste food in the composting cans

We work on a digital job file basis, and also invoice electronically.

Please set up on our printer with the following defaults: draft mode, double-sided and black & white.

We don't offer bottled water , but we have a filter. Our kitchen is stocked with cutlery and actual bowls and plates, so please remember to decline plastic cutlery when getting takeout for lunch.

Please consider using trains instead of planes where possible. Where possible please do PPMs or other meetings by Zoom/ Bluejeans etc, instead of flying anyone in. If you do need to book a car , where possible request hybrid or electric.

Please turn off your computer and any lights near you when you leave. If you're the last one out please turn off all remaining lights, and the printer. Leave the heating/air con - it's all on timers.

We don't like plastic bags in the office, so please use one of our snazzy canvas ones, or a bag for life - see the office manager who is responsible for all of the above.

OUTCOMES

MOBILIZATION OF ETC MEMBERS TO GET ON SUSTAINABLE PATH

STANDARDIZATION OF SUSTAINABLE THEATRE PRACTICES

UNIFICATION OF KNOWN DATA WITHIN THE ETC NETWORK

SUPPORT FOR FURTHER SUSTAINABLE PRACTICES DEVELOPMENT

PREPARATION FOR POSSIBLE DEMANDS FROM HIGHER PLACES
(NATIONAL/INTERNATIONAL, GOVERNMENTAL, SUBSIDIARY LEVELS etc.)

PREPARATION FOR POLICY MAKING

ETC Green Toolkit

IT IS A WORK IN PROGRESS

COMES AS A RECOMMENDATION

MAY DEVELOP TO A REQUIREMENT

**IS HERE TO SUPPORT OUR ENDEAVOURS
TO STAY VALID IN A MODERN WORLD**