

ETC Toolkit for Sustainability Practices in Theatres

Explanatory notes

The ETC Toolkit
comes as a recommendation
may develop in requirement
will progressively be made available on ETC's website

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CONTEXT & CONTENT

- intro - first steps to activate ETC network => ETC Goals (from the CODE)
- "how to" steps
- work in progress; feedback needed (what they need, what would help them, what they are missing)
- baseline - from Theatre Green Book (TGB) + example of simplified baseline as an example
- practical - signs (waste management - examples from Green the bid and Greenfilming.cz), checklists (production, costume, build... - compilation of TGB & Green the bid & Julie's Bicycle)
- sustainability manager (job description - as many options/possibilities as possible - so each theatre can choose what is best for them - museums, green festivals, carbon scotland)
- examples - what to do with set after derniere; digitalization - database of props, set, costumes; EPC
- what data to collect
- global resources as reference

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INTRODUCTION

The ETC Green Toolkit is a next step in ETC sustainable endeavors to create, educate and transform the way theaters (ETC members) operate and to meet the goal of the ambitious two-fold vision to create sustainable progress in Europe's theaters by the end of this decade and to reach a climate positive network and membership.

After creating the ETC Green Committee in 2020, [ETC's Sustainability Action Code for Theaters](#) was published and endorsed by the ETC Member Theaters at the ETC General Assembly in Graz, 11th June 2021.

The ETC Green Toolkit brings guidance and practical easy steps on how to start with transformation of the theater's processes in an understandable way, in which any ETC member can follow right now no matter where they currently stand on the sustainability path.

The ETC Green Toolkit is here to mobilize all the ETC members to get on the sustainable path, to help standardize sustainable theater practices, to unifies of known data within the ETC network, hence support further sustainable practices development in the theater sector.

The Toolkit includes: "How to" set of basic steps to start, practical information and examples adaptable to your organization/country requirements (conditions), set of basic steps for creating sustainable production baseline and various resources should your organization want to advance.

It is important to emphasize that the ETC Green Toolkit is not set in stone and as a "work in progress" will develop and grow along with the ETC members. Your cooperation, feedback and suggestions are highly desirable.

The Toolkit comes as a recommendation however may develop in requirements on the sustainable practices of ETC members in the future.

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

- Sustainable processes in theater organizations
- Sustainable theater buildings
- Sustainable theater productions

At the same time, we do understand that not one size fits all for theater venues to adapt. That, however, should not stop us but encourage us to set out on this journey within the described framework of this Toolkit so we can understand and improve our network in the future.

“HOW TO” - SET OF 5 BASIC STEPS

This set of 5 basic steps was created to get us all started. The vision of complexity of the changes in theater processes towards more sustainable practices can be overwhelming.

Remember: It does not matter how small we start. We do not have to go big from the beginning, but we need to begin now.

1) Initiate meeting of interested parties

Nothing is done by itself, it is always people in the center of creation in theater.

Get to know people in your organization interested in sustainable practices. You might be surprised how many there are once the topic is talked about publicly. It will help you identify the areas where implementation of the processes might be smoother. It can help to create group steering the changes.

Initiate meetings across the departments and management to better understand and establish further plan, opportunities and responsibilities.

Is your management interested? Great. Is your director interested? Awesome. Is there only one other colleague interested? It is perfect too. Work with what you have and lead by example.

2) Get to know your organization

It is impossible to change something we don't know nor understand. It would be foolish to make statements on reducing energy consumption, cutting down on usage of new materials etc. if we do not know what our organization already does.

Make a revision of what activities your organization already does. You might be surprised how many materials are reused and recycled, that there are routines in place to save energy etc. Start to collect data on energy, waste, materials purchase and use, transportation.

For starters you can collect data on materials, props, set as it is described in step 3 of ETC Baseline Standards for production.

3) Start with EASY WINS

Win people over by showing them and engaging them in “easy wins” which can be implemented right away so they can see progress and stay motivated.

For example:

- clear signage of the bins,
- adding collection points for e-waste, hazardous waste (sprays, drugs),
- switching off the computers and monitors over the weekend,
- switching off/regulating the AC/heating in places not in use,
- using positive affirmation for following basic procedures (thank you for switching off the light, thank you for separating the trash,
- creating a list of reuse centers etc. which employees can use also for their personal life,

4) Communicate

- Be clear on what is your organization's sustainability vision and what is the current goal.
Create a safe communication space.
- Never hesitate to share successes.
Be open about the challenges and obstacles.
Give your organization permission to take enough time to get to the goal.
Give your organization and employees permission to sometimes fail along the way. Follow up with examples of what failed and how and emphasize what is the lesson and how it will help in the future.
- Be open to suggestions and feedback.
- Publicly state your stand on the topic. You can consolidate it in different policies and plans, for example - environmental policy and action plan.

5) Create & Implement Production Baseline Standards

The closest to sustainable theater standards we can currently get to is described in [Theater Green Book \(TGB\)](#), which includes 3 volumes on - sustainable buildings, sustainable operations and sustainable production. TGB is, quite frankly, one of the most complex manuals on theater sustainability today and describes different levels of advancement in the sustainability implementation.

We highly recommend reading TGB and being inspired by it. We also recommend not being

scares by it, especially if you are at the complete beginning of the sustainability journey in your theater.

3 Steps Towards Sustainability *Choose which Green Book standard to work to. The following pages give detail on each.*

	1 Baseline	2 Intermediate	3 Advanced
Invitation	B.1 The production's Green Book Baseline standard is stated as part of the initial invitation to everyone involved.	I.1 The production's Green Book Intermediate standard is stated as part of the initial invitation to everyone involved.	A.1 The production's Green Book Advanced 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.	I.2 As Baseline.	A.2 The Green Production Agreement contains a clear divestment and ethical funding statement.
Team	B.3 The full team is appointed early to allow for collaboration on sustainability.	I.3 The team is given an information pack of in-house & local resources to support sustainability.	A.3 All supply contracts, tender documents and contracts require Green Book Advanced standard to be met.
Sustainability Champion	B.4 A Sustainability Champion is appointed at the outset to track, guide and support sustainability efforts across the team.	I.4 All key members of the team have undertaken carbon literacy training before production starts.	A.4 A Carbon Budget is set, and the Sustainability Champion trained in using a Carbon Calculator.
Budget & Schedule	B.5 The budget and schedule are set to support sustainable working.	I.5 As Baseline.	A.5 As Baseline.
Concept	B.6 An early meeting at concept stage includes makers, so the whole team can work on how to achieve the vision sustainably.	I.6 As Baseline.	A.6 As Baseline.
Development	B.7 A 'Green Card' meeting of the whole team reviews sustainability against standard, and agrees actions.	I.7 As Baseline.	A.7 Sets are designed with modular components for easy reuse.
Evaluation	B.8 A Materials Inventory lists the sources of ALL materials, and their planned disposal routes after the show.	I.8 As Baseline.	A.8 A Carbon Calculator is used to track the production's footprint.
Making	B.9 The Sustainable Workshop guidance is understood and agreed by all, to establish green workshop practices.	I.9 As Baseline.	A.9 Sets are made for easy disassembly to allow for recycling of materials
	B.10 50% of each category of materials used in the production (set, props, costumes etc) has a previous life.	I.10 75% of each category of materials used in production (set, costumes, props etc) has a previous life.	A.10 100% of materials in the production have a previous life, are from 100% recycled content, OR ...
	B.11 New materials are sustainably sourced if possible. 100% of plastics are reusable, recyclable or compostable.	I.11 All other materials are sourced sustainably.	A.11 All new materials are accredited carbon zero.
	B.12 Materials and products which damage the environment are avoided if possible.	I.12 Materials and products which damage the environment are avoided.	A.12 The production uses no toxic or environmentally harmful production materials.
	B.13 Deliveries are minimised, and last minute deliveries avoided if possible.	I.13 Vehicle mileage associated with the production and deliveries is tracked and recorded.	A.13 The production only uses electric vehicles, rail, cycles, or public transport.
Technical	B.14 Technical teams follow guidance in chapter 8, reducing energy through switch-off routines etc.	I.14 As Baseline.	A.14 As Baseline.
Costumes	B.15 The Costumes guidance is understood and followed, to maximise reuse and manage costumes sustainably.	I.15 As Baseline.	A.15 As Baseline.
Review	B.16 A review meeting is held by the Sustainability Champion to assess the show's outcome and share lessons learnt.	I.16 As Baseline.	A.16 As Baseline.
Disposal	B.17 After the show, 65% of materials are re-used or recycled. Technical systems are maintained, reused or sustainably reused.	B.17 After the show, 80% of materials are re-used or recycled. Technical systems are maintained, reused or sustainably reused.	A.17 After the show, 100% 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.	I.18 As Baseline.	A.18 An Ecological Impact Assessment is carried out for any outdoor locations used.
Touring	B.19 Touring shows follow Green Book guidance for Touring (see Toolkit).	I.19 Vehicle mileage associated with the tour is tracked and recorded.	A.19 A Carbon Calculator is used to understand the impact of each leg of the tour.

Explanation of the steps to follow here

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.

THE SUSTAINABILITY CHAMPION'S ROLE IS TO:

- Collate the Materials Inventory (for Baseline and Intermediate productions), or manage the Carbon
- Calculator (on Advanced productions).
- Lead the post-show evaluation of the production against its Green Book target.
- The Sustainability Champion doesn't 'own' sustainability for a production. Sustainability is a shared
- responsibility. Everyone involved must take ownership of the role they play in contributing to a

- sustainable show. Nor must the Sustainability Champion be made to feel like a policeman. In a
- successful and collaborative team, each member will hold themselves to the sustainability
- commitment the team has made, and will support their colleagues in doing the same.
- The Sustainability Champion is there to contribute and support, to help think through problems and
- brainstorm solutions, to point team members to advice, and act as a conduit in making sure the team
- acts as a unit on sustainability matters.
- Production Managers are obviously well-placed to fulfill this role, since it aligns with much of their
- other work. However, Production Managers already carry a huge burden of responsibility for Health
- and Safety and other matters.
- Anyone in the team who can contribute commitment and knowledge of sustainability is well-placed
- to fulfill the role of Sustainability Champion.

WHAT DATA TO COLLECT

- collect data as information derive from the baseline and intermediate practice = energy, waste, reuse, transport, env. policy & action plan, related activities - in the organization for employees (education, workshops, meetings), - of the organization (towards audience and public - talks, workshops, special programs)
- form lists of what to look at, point out these data will be needed for a questionnaire/form (so ETC can get idea about the member's baseline)

RESOURCES

- collect other existing resources, check the ETC website, to stay tuned with latest sustainable practices and developments around Europe and beyond