

TOP TIPS

Based on research, literature review and the needs and interests expressed by the theatre community, the following provides a guide to theatre greening practices. Organized by shop or department, the tips below represent a range of suggestions and tools to improve a theatre's environmental performance; the most important thing being to simply get started. One of the barriers to getting started is the overwhelming amount of information contained in three tool kits: Julie's Bicycle IG Tools, NRDC/BGA Greening Advisor and Mo'olelo toolkit. What follows is a compilation of some of the most easily implemented tips culled from all three toolkits

Tips for all Departments

1. Create a green policy statement to guide decision-making and communicate values and goals.
2. Create a Sustainability Team, Green Team or Green Committee within the theatre.

This cross-departmental team is the group that can set out goals, measure outcomes and champion the initiatives at all levels of the organization.
3. Create opportunities for recycling: make sure recycling bins are visible and clearly labeled throughout the public areas and all offices.
4. Create board and/or staff committees to evaluate organizational practices with respect to environmental friendliness. This committee would pursue feasible green alternatives.
5. Install energy efficient lighting throughout whole facility when possible. Use occupancy sensors and energy conservation light bulbs where possible. Do an energy audit of your facility. ComEd will offer rebates on certain bulbs.

6. Replace printed posters in poster cases with video screen presentations.
7. Water filters: replace large bottled water dispensers with water filters at the sink; replace bottled water in meetings with pitchers of water. Provide show or theatre logo water bottles.
8. Set all computers to go into sleep mode after 15 minutes of inactivity. On Mac computers these are found under system preferences in the Apple menu. In Windows the power management settings are found on your control panel.
9. Shut down or unplug appliances, printers, scanners, phone chargers, camera chargers, and computers for longer periods of inactivity.
10. Create a system: have equipment on power strips to turn off at the end of the workday. Standby consumption can be equivalent to that of a 75 or 100-watt bulb running continuously.
11. Unplug seldom-used appliances, printers, scanners, phone chargers, and camera chargers.
12. Company travel: consolidate theatre errands as much as possible; consider an organizational membership to a car share organization; lessen air travel
13. Encourage biking or public transportation to get to work. If possible, offer Ventra cards as an incentive to use public transportation.
14. Cleaning products: use certified "Green Seal" products or those that contain environmentally friendly chemicals. Use biodegradable soaps in bathrooms.
15. Restrooms: use recycled content and unbleached paper towels and toilet paper.
16. Print program stuffers in house and use old ones for note pads.

Tips for Scene Shops and Set Designers:

1. Don't print every script you read. Consider reading scripts electronically. If you have to print it out, consider printing it two-sided on post-consumer recycled content paper, or on scrap paper.

2. Incorporate used materials into the design. Instead of using new materials, find used items that can be integrated into your design. There are many great resources out there for used or salvaged materials.

1. Use greener building materials: look into Forest Stewardship Council (FSC)-certified and other “sustainable harvest” lumbers. Try to find alternative for lauan whenever possible.

Look at/try RevolutionPly® from Patriot Timber

(<http://www.patriottimber.com/revolutionply-vs-lauanluanmeranti-plywood/>)- which is available at Lowes. RevolutionPly® is a viable long-term sustainable alternative to lauan, which contains no tropical hardwoods and is produced from trees that are harvested in 7-10 year cycles.

4. Look to use fewer supplies and strive for non-toxic in the supplies you do use.

5. Always protect employee health and safety during use of toxic materials.

6. Search through online resources like Craigslist for used materials.

7. Look through shop stock materials for items you can reuse

8. Browse websites like Chicago’s Rebuilding Exchange

(<http://www.rebuildingexchange.org/>) or Evanston Rebuilding Warehouse

(<http://www.evanstonrebuildingwarehouse.org/>) for salvaged materials.

9. Use screws or bolts instead of glue or other adhesives, so that sets can be easily disassembled and reused or repurposed.

10. By reducing the need for automobile transportation and promoting environmentally preferable forms of transportation and accommodation – through employee incentives, convenient construction or event siting, access to public transportation, alternative fuels, carpooling, and efficient vehicles – an organization can reduce its contributions to these harmful effects.

11. Run Mo`olelo GTCTK to find out what production materials can be substituted to create a greener supply chain.
12. Recycle the show: look for local opportunities to recycle your production materials. Store and reuse what you can.
13. In the absence of your own scene shop, develop a relationship with the shops you contract that embraces your theatre's environmental policy.

Tips for Costume Shop and Costume Designers:

1. Don't print every script you read. Consider reading scripts electronically. If you have to print it out, consider printing it two-sided on post-consumer recycled content paper or on scrap paper
2. To the extent possible, minimize the use of fabrics in costumes that must be dry-cleaned. Where feasible, hand wash and air-dry delicate items.
3. Find greener alternatives to dry cleaning when you must use it. Most dry cleaning services use perchloroethylene (PERC), a toxic solvent and likely carcinogen, which can remain on clothing after dry-cleaning and pollute surrounding air. Regularly dry cleaning costumes and textiles can affect the indoor air quality of your wardrobe space by bringing traces of toxic PERC residue into dressing rooms, where it can linger in the air, even when the clothes are not being worn. Be aware of this and let costume off gas in a well ventilated space.
4. Recycle metal hangers and plastic garment bags with your drycleaner. Both of these things are easy to do and reduce a large amount of trash going into landfills.
5. Many common laundry care products release potentially harmful substances into our air and water. Find out about available environmentally preferable alternatives.
6. Some washers and dryers are inefficient and waste both water and energy. Look for high efficiency and Energy Star rated appliances.
7. Donate clothing to Chicago Textile Recycling <http://www.chicagotextilerecycling.com/About.php>.
The used clothing industry provides lower income people around the world with affordable

clothing. Clothing that is damaged is recycled into wiping rags. Clothing and textiles not suitable for wiping purposes are processed back into fibers that are then remanufactured into paper, yarn, insulation, carpet padding, or soundproofing

8. Consider participating in a clothing and accessory exchange among theatres, with an emphasis in passing costume pieces on to smaller theatre companies. The BGA hosts semi-annual textile drives in Times Square to collect used costumes, clothing, accessories (such as shoes, handbags, belts, hats), curtains, linens, towels, and other textiles for reuse and recycling by Wearable Collections.
9. Donate costumes to the Theatre Development Fund (TDF) Costume Collection, which houses many end of run costumes that can be used by theatres all over the country.

Tips for Light Shop (electrics) and Lighting Designers

1. Don't print every script you read. Consider readings scripts electronically. If you have to print it out, consider printing it two-sided on post-consumer recycled content paper, or on scrap paper.
2. Consider investing in LED stage lighting instruments, which use light-emitting diodes (LEDs) as a light source. As an alternative to traditional stage lighting instruments, which use tungsten-halogen bulbs, they have high light output with lower power consumption.
3. Re-use gels then pass on to smaller theatres.
4. Encourage biking or public transportation to get to work

Tips for Sound Department

1. Don't print every script you read. Consider readings scripts electronically. If you have to print it out, consider printing it two-sided on post-consumer recycled content paper, or on scrap paper.

2. Switch over to using all rechargeable batteries in body microphones.
3. Whether your production is using rechargeable batteries or not, all batteries should be collected for recycling. Set up bins in convenient and clearly marked locations to collect used batteries for recycling. If your show uses both disposable and rechargeable batteries, be sure to include separate collection bins for each type of batteries.
4. Recycle your electronic waste. Choose an e-Steward electronic waste recycler to ensure it is being properly recycled. Check with the e-Stewards Recyclers in your area about recycling your e-waste. For a list of e-Stewards Recyclers and more about e-Stewards Certification, see www.e-stewards.org. Chicago has one in at 3700 Runge St., Franklin Park, Illinois, 60131
<http://us.simsrecycling.com/About-Us/Global-Certifications>

Tips for Cast, Stage Management, and Crew: Production

1. Don't print every script you read. Consider readings scripts electronically. If you have to print it out, consider printing it two-sided on post-consumer recycled content paper, or on scrap paper.
2. Use washable glasses, cups, plates, bowls and flatware in the Green room. Use recycled content and unbleached paper towels and napkins.
3. Use filtered water or fountains to replace plastic bottled water. Issue show or theatre logo water bottles to all personnel then store them in a pocketed shoe hanging rack.
4. Offer show or theatre specific lunch bags.
5. Encourage biking or public transportation to get to work.
6. Set all printers to default to two sided printing.
7. Recycle all ink and toner cartridges. Office Depot will take them along with old electronic equipment.

<http://www.officedepot.com/catalog/search.do;jsessionid=0000uQTUiQ7pEowJqD6diQxQinA:17h4h7ado?Ntt=ink%20cartridge%20recycling&predict=true>

8. Set document default to have narrower margins and smaller print.

Tips for Box office

1. Choose paper products with a higher recycled and post-consumer recycled content. Look for ways to reduce the amount of paper, packaging, and shipping.
2. Use a lighter ticket stock and purchase materials made from recycled content.
3. Use electronic ticket vouchers. Consider paperless online ticket exchange and paperless subscription processing online to reduce your material needs and to create a lower transportation impact.
4. Convert faxes to e-mail delivered documents. Set copier to PDF if available
5. Use soy based or reduced chemical content ink. Set printers and copiers for 2-sided printing. Reuse clean back side of paper before recycling.

Tips for Green performances/Audience engagement

1. Engage your audience in your environmental program/green policy. Put greener living tips on your website, post signage and make environmental announcements at shows, offer a theatre attendee public transit discount. For example, Wicked presents the following message on its website: "WICKED is proud to partner with non-profit organizations that change the world...For Good. These causes are tied to themes that are important to the plot and characters of WICKED, as well as our Broadway community. We encourage you to learn more and get involved"("WICKED The

Musical | Official Site | For Good,” 2014). They then post links to the BGA, NRDC and others.

2. In your programs, on your website, and on your social media channels, post green tips for theatregoers.
3. Establish a “no idling” policy for vehicles in facility grounds, parking lots, or when loading or unloading in front of the theatre.
4. Provide functioning water fountains and make them easier to find by using signage.