

# 3 Steps Towards Sustainability

	1 Baseline
<b>Invitation</b>	<b>B.1</b> The production's Green Book Baseline standard is stated as part of the initial invitation to everyone involved.
<b>Production Agreement</b>	<b>B.2</b> A Green Production Agreement is signed by everyone involved in the production.
<b>Team</b>	<b>B.3</b> The full team is appointed early to allow for collaboration on sustainability.
<b>Sustainability Champion</b>	<b>B.4</b> A Sustainability Champion is appointed at the outset to track, guide and support sustainability efforts across the team.
<b>Budget &amp; Schedule</b>	<b>B.5</b> The budget and schedule are set to support sustainable working.
<b>Concept</b>	<b>B.6</b> An early meeting at concept stage includes makers, so the whole team can work on how to achieve the vision sustainably.
<b>Development</b>	<b>B.7</b> A 'Green Card' meeting of the whole team reviews sustainability against standard, and agrees actions.
<b>Evaluation</b>	<b>B.8</b> A Materials Inventory lists the sources of ALL materials, and their planned disposal routes after the show.
<b>Making</b>	<b>B.9</b> The Sustainable Workshop guidance is understood and agreed by all, to establish green workshop practices.
	<b>B.10</b> 50% of each category of materials used in the production (set, props, costumes etc) has a previous life.
	<b>B.11</b> New materials are sustainably sourced if possible. <b>100% of plastics are reusable, recyclable or compostable.</b>
	<b>B.12</b> Materials and products which damage the environment are avoided if possible.
	<b>B.13</b> Deliveries are minimised, and last minute deliveries avoided if possible.
<b>Technical</b>	<b>B.14</b> The Technical guidance is followed by technical teams, to reduce energy through switch-off routines etc.
<b>Costumes</b>	<b>B.15</b> The Costumes guidance is understood and followed, to maximise reuse and manage costumes sustainably.
<b>Review</b>	<b>B.16</b> A review meeting is held by the Sustainability Champion to assess the show's outcome and share lessons learnt.
<b>Disposal</b>	<b>B.17</b> After the show, <b>60% of materials are re-used or recycled</b> . Technical systems are sustainably disposed of.
<b>Outdoors</b>	<b>B.18</b> Outdoor / Site Specific shows follow Green Book guidance for Outdoor / Site Specific shows.
<b>Touring</b>	<b>B.19</b> Touring shows follow Green Book guidance for Touring.

	2 Intermediate
	<b>I.1</b> The production's Green Book Intermediate standard is stated as part of the initial invitation to everyone involved.
	<b>I.2</b> As Baseline.
	<b>I.3</b> The team is given an information pack of in-house & local resources to support sustainability.
	<b>I.4</b> All key members of the team have undertaken carbon literacy training before production starts.
	<b>I.5</b> As Baseline.
	<b>I.6</b> As Baseline.
	<b>I.7</b> As Baseline.
	<b>I.8</b> As Baseline.
	<b>I.9</b> As Baseline.
	<b>I.10</b> 75% of each category of materials used in production (set, costumes, props etc) has a previous life.
	<b>I.11</b> 100% of new materials are sourced sustainably.
	<b>I.12</b> Materials and products which damage the environment are avoided.
	<b>I.13</b> Vehicle mileage associated with the production and deliveries is tracked and recorded.
	<b>I.14</b> As Baseline.
	<b>I.15</b> As Baseline.
	<b>I.16</b> As Baseline.
	<b>B.17</b> After the show, <b>80% of materials are re-used or recycled</b> . Technical systems are sustainably disposed of.
	<b>I.18</b> As Baseline.
	<b>I.19</b> Additional requirement?

	3 Advanced
	<b>A.1</b> The production's Green Book Advanced standard is stated as part of the initial invitation to everyone involved.
	<b>A.2</b> The Green Production Agreement contains a clear divestment and ethical funding statement.
	<b>A.3</b> All supply contracts, tender documents and contracts require Green Book Advanced standard to be met.
	<b>A.4</b> A Carbon Budget is set, and the Sustainability Champion trained in using a Carbon Calculator.
	<b>A.5</b> As Baseline.
	<b>A.6</b> As Baseline.
	<b>A.7</b> As Baseline.
	<b>A.8</b> A Carbon Calculator is used to track the production's footprint.
	<b>A.9</b> As Baseline.
	<b>A.10</b> 100% of materials in the production have a previous life, are from 100% recycled content, OR ...
	<b>A.11</b> 100% of new materials are accredited carbon zero.
	<b>A.12</b> The production uses no toxic or environmentally harmful production materials.
	<b>A.13</b> The production only uses electric vehicles, rail, cycles, or public transport.
	<b>A.14</b> As Baseline.
	<b>A.15</b> As Baseline.
	<b>A.16</b> As Baseline.
	<b>A.17</b> After the show, <b>100% of materials are re-used or recycled</b> . Technical systems are sustainably disposed of.
	<b>A.18</b> In addition, a Biodiversity Assessment is carried out for any outdoor locations used.
	<b>A.19</b> Additional requirement?

# Who does what? Baseline

	Producers	Directors & Designers	Production Managers	Technicians, Makers & Suppliers
<b>Invitation</b>	Reference Green Book Baseline standard as part of the initial invitation to all team members.			
<b>Production Agreement</b>	Prepare a Green Production Agreement, which all team members sign. → TOOLKIT	Sign Green Production Agreement.	Sign Green Production Agreement.	Sign Green Production Agreement.
<b>Team</b>	Appoint the full team early to allow for collaboration on sustainability.	Welcome early collaboration. Foster trust and collective working.	Provide the team with information about in-house resources. → TOOLKIT	
<b>Sustainability Champion</b>	Appoint a Sustainability Champion to guide the team and maintain Materials Inventory.	Support the Sustainability Champion in helping the team meet targets.	Support the Sustainability Champion in helping the team meet targets.	Support the Sustainability Champion in helping the team meet targets.
<b>Budget &amp; Schedule</b>	Set budget and schedule to support sustainable working. → TOOLKIT		Help set budget and schedule. Establish sustainable data & communications. Co-ordinate sustainability meetings.	
<b>Concept</b>	Call an early meeting with makers, so the whole team can work on achieving the vision sustainably.	Include sustainability in conceptual thinking. Work on the concept to reduce late change. Do more with less.	Co-ordinate team to collaborate on sustainability in early concept meeting.	Attend early meetings to help achieve the creative vision sustainably.
<b>Development</b>	Call a 'Green Card' meeting of the whole team to review sustainability and agree actions.	Be flexible. Collaborate to realise ideas sustainably. Prefer reused / shared resources. Avoid late change.	Co-ordinate 'Green Card' meeting to review sustainability against standard and agree actions.	Attend 'Green Card' meeting to help review sustainability and suggest actions to improve.
<b>Evaluation</b>		Contribute to Materials Inventory listing the source of ALL materials, and their planned disposal. → TOOLKIT	Contribute to Materials Inventory listing the source of ALL materials, and their planned disposal. → TOOLKIT	Contribute to Materials Inventory listing the source of ALL materials, and their planned disposal. → TOOLKIT
<b>Making</b>			Ensure Sustainable Workshop guidance is understood and agreed by all. → TOOLKIT	Follow Sustainable Workshop guidance. → TOOLKIT
		Help ensure 50% of each category of materials (set, props, costumes etc) has a previous life. → TOOLKIT	Help ensure 50% of each category of materials (set, props, costumes etc) has a previous life. → TOOLKIT	Ensure 50% of each category of materials (set, props, costumes etc) has a previous life. → TOOLKIT
		Minimise virgin materials. Source sustainably where possible. Source all plastics sustainably. → TOOLKIT	Co-ordinate team to minimise virgin materials, & source sustainably, including all plastics. → TOOLKIT	Minimise virgin materials. Source sustainably where possible. Source all plastics sustainably. → TOOLKIT
		Don't insist on products which break the guidance.	Ensure Harmful Materials guidance is understood by all. → TOOLKIT	Avoid Harmful Materials where possible. → TOOLKIT
		Specify essential props and materials early. Avoid last-minute deliveries.	Co-ordinate across teams to minimise deliveries. Avoid packaging where possible.	Co-ordinate across teams to minimise deliveries. Avoid packaging where possible.
<b>Technical</b>		Prefer modular systems. Resist unnecessary technical upgrades. Use natural acoustic if possible.		Follow Technical guidance to reduce energy through switch-off routines. → TOOLKIT
<b>Costumes</b>		Prefer reused. Source responsibly. Specify natural materials.		Follow Costumes guidance to maximise reuse, and source & manage costumes sustainably. → TOOLKIT
<b>Review</b>	Call a Sustainability Review, and share lessons learnt.	Attend the Sustainability Review, and share lessons learnt.	Help the Sustainability Champion collate data, attend the Sustainability Review, and share lessons learnt.	Help the Sustainability Champion collate data, attend the Sustainability Review, and share lessons learnt.
<b>Disposal</b>		Help plan in advance how 60% of materials can be reused, donated, repurposed, recycled or stored.	Co-ordinate to ensure that 60% of materials are re-used or recycled.	Help ensure that 60% of materials are re-used or recycled. Dispose of technical equipment sustainably.
<b>Outdoors</b>	Follow Green Book guidance on Outdoor / Site Specific shows. → TOOLKIT	Follow guidance on Outdoor / Site Specific shows. → TOOLKIT	Follow Green Book guidance on Outdoor / Site Specific shows. → TOOLKIT	Follow Green Book guidance on Outdoor / Site Specific shows.
<b>Touring</b>	Follow Green Book Baseline on Touring (→ TOOLKIT). If possible, plan for sustainable travel and minimal	Follow Baseline on Touring (→ TOOLKIT). Minimise volumes for freight.	Follow Green Book Baseline for Touring. → TOOLKIT	Follow Green Book guidance on Touring. → TOOLKIT

# Who does what? Intermediate

	Producers	Directors & Designers	Production Managers	Technicians, Makers & Suppliers
<b>Invitation</b>	Reference Green Book Intermediate standard as part of the initial invitation to all team members.			
<b>Production Agreement</b>	Prepare a Green Production Agreement, which all team members sign. → TOOLKIT	Sign Green Production Agreement.	Sign Green Production Agreement.	Sign Green Production Agreement.
<b>Team</b>	Appoint the team early and connect them with other teams. Provide sustainability resources → TOOLKIT	Work collectively. Collaborate with other teams to share resources, materials & equipment.	Share sustainability information (→ TOOLKIT). Share resources, materials & equipment with other teams.	Collaborate with other teams to share resources, materials & equipment.
<b>Sustainability Champion</b>	Appoint a Sustainability Champion. Support the team in undertaking carbon literacy training. → TOOLKIT	Support the Sustainability Champion in helping the team meet targets.	Support the Sustainability Champion in helping the team meet targets.	Support the Sustainability Champion in helping the team meet targets.
<b>Budget &amp; Schedule</b>	Set budget and schedule to support sustainable working. → TOOLKIT		Help set budget and schedule. Establish sustainable communications. Co-ordinate sustainability meetings.	
<b>Concept</b>	Call an early meeting with makers, so the whole team can work on achieving the vision sustainably.	Include sustainability in conceptual thinking. Work on the concept to reduce late change. Do more with less.	Co-ordinate team to collaborate on sustainability in early concept meeting.	Attend early meetings to help achieve the creative vision sustainably.
<b>Development</b>	Call a 'Green Card' meeting of the whole team to review sustainability and agree actions. → TOOLKIT	Be flexible. Collaborate to realise ideas sustainably. Prefer reused / shared resources. Avoid late change.	Co-ordinate 'Green Card' meeting to review sustainability and agree actions. → TOOLKIT	Attend 'Green Card' meeting to help review sustainability and suggest actions to improve.
<b>Evaluation</b>		Contribute to Materials Inventory listing the source of ALL materials, and their planned disposal. → TOOLKIT	Contribute to Materials Inventory listing the source of ALL materials, and their planned disposal. → TOOLKIT	Contribute to Materials Inventory listing the source of ALL materials, and their planned disposal. → TOOLKIT
<b>Making</b>			Ensure Sustainable Workshop guidance is understood and agreed by all. → TOOLKIT	Follow Sustainable Workshop guidance. → TOOLKIT
		Help ensure 75% of each category of materials (set, props, costumes etc) has a previous life. → TOOLKIT	Help ensure 75% of each category of materials (set, props, costumes etc) has a previous life. → TOOLKIT	Ensure 75% of each category of materials (set, props, costumes etc) has a previous life. → TOOLKIT
		Minimise virgin materials. Help makers source 100% sustainably, using lowest carbon options. → TOOLKIT	Co-ordinate team to minimise virgin materials, & source 100% of materials sustainably. → TOOLKIT	Minimise virgin materials. Source 100% of materials sustainably, using lowest carbon options. → TOOLKIT
		Help makers avoid Harmful Materials. Avoid polystyrene, PVC and tropical hardwood. → TOOLKIT	Share Harmful Materials guidance. Help team avoid polystyrene, PVC and tropical hardwood. → TOOLKIT	Avoid Harmful Materials, including polystyrene, PVC and tropical hardwood. → TOOLKIT
		Specify essential props and materials early. Avoid last-minute deliveries. Prioritise local suppliers.	Track all vehicle mileage. Prioritise local makers and suppliers.	Co-ordinate across teams to minimise deliveries. Avoid packaging. Prioritise local suppliers.
<b>Technical</b>		Prefer modular systems. Resist unnecessary technical upgrades. Use natural acoustic if possible.	Encourage sustainability collaboration between technical and other team members.	Follow Technical guidance to reduce energy through switch-off routines. → TOOLKIT
<b>Costumes</b>		Prefer reused. Source responsibly. Specify organic textiles with organic dyes. → TOOLKIT		Maximise reuse. Source & manage responsibly. Specify organic textiles with organic dyes. → TOOLKIT
<b>Review</b>	Call a Sustainability Review, and share lessons learnt.	Attend the Sustainability Review, and share lessons learnt.	Help the Sustainability Champion collate data, attend the Sustainability Review, and share lessons learnt.	Help the Sustainability Champion collate data, attend the Sustainability Review, and share lessons learnt.
<b>Disposal</b>		Help plan in advance how 80% of materials can be reused, donated, repurposed, recycled or stored.	Co-ordinate to ensure that 80% of materials are re-used or recycled.	Help ensure that 80% of materials are re-used or recycled. Dispose of technical equipment sustainably.
<b>Outdoors</b>	Follow Green Book guidance on Outdoor / Site Specific shows. → TOOLKIT	Follow guidance on Outdoor / Site Specific shows. → TOOLKIT	Follow Green Book guidance on Outdoor / Site Specific shows. → TOOLKIT	Follow Green Book guidance on Outdoor / Site Specific shows.
<b>Touring</b>	Follow Green Book Baseline on Touring (→ TOOLKIT). If possible, plan for sustainable travel and minimal	Follow Baseline on Touring (→ TOOLKIT). Minimise volumes for freight.	Follow Green Book Baseline for Touring. → TOOLKIT	Follow Green Book guidance on Touring. → TOOLKIT

# Who does what? Advanced

	Producers	Directors & Designers	Production Managers	Technicians, Makers & Suppliers
<b>Invitation</b>	Reference Green Book Advanced standard as part of the initial invitation to all team members.			
<b>Production Agreement</b>	Prepare a Green Production Agreement with a clear divestment and ethical funding statement. → TOOLKIT	Sign Green Production Agreement.	Sign Green Production Agreement.	Sign Green Production Agreement.
<b>Team</b>	Appoint team early. Write Green Book standard into all tenders and contracts. → TOOLKIT	Work collectively. Collaborate with other teams to share resources, materials & equipment.	Share sustainability information (→ TOOLKIT). Share resources, materials & equipment with other teams.	Collaborate with other teams to share resources, materials & equipment.
<b>Sustainability Champion</b>	Appoint a Sustainability Champion trained in carbon Calculators. Set a carbon budget. → TOOLKIT	Support the Sustainability Champion. Work with the team to understand and achieve the carbon budget.	Support the Sustainability Champion. Work with the team to understand and achieve the carbon budget.	Support the Sustainability Champion. Work with the team to understand and achieve the carbon budget.
<b>Budget &amp; Schedule</b>	Set budget and schedule to support sustainable working. → TOOLKIT		Help set budget and schedule. Establish sustainable communications. Co-ordinate sustainability meetings.	
<b>Concept</b>	Call an early meeting with makers, so the whole team can work on achieving the vision sustainably.	Include sustainability in conceptual thinking. Work on the concept to reduce late change. Do more with less.	Co-ordinate team to collaborate on sustainability in early concept meeting.	Attend early meetings to help achieve the creative vision sustainably.
<b>Development</b>	Call a 'Green Card' meeting of the whole team to review sustainability and agree actions. → TOOLKIT	Design using modular components for easier reuse of components. → TOOLKIT	Co-ordinate team to design with modular components for easier reuse. → TOOLKIT	Assist designers in modular design for ease of reuse. → TOOLKIT
<b>Evaluation</b>		Supply data for carbon calculation. Use carbon evaluation to inform design decisions. → TOOLKIT	Co-ordinate data for carbon calculation. → TOOLKIT	Supply data for carbon calculation. → TOOLKIT
<b>Making</b>		Support design for disassembly, for easy recycling. → TOOLKIT	Ensure Sustainable Workshop guidance is understood and agreed by all. → TOOLKIT	Make sets to modular systems for easier reuse. Make for disassembly for easier recycling. → TOOLKIT
		Help ensure 100% of each category of materials (set, props, costumes etc) has a previous life, or → TOOLKIT	Help ensure 75% of each category of materials (set, props, costumes etc) has a previous life. → TOOLKIT	Ensure 75% of each category of materials (set, props, costumes etc) has a previous life. → TOOLKIT
		Help ensure 100% of materials are accredited carbon zero. → TOOLKIT	Help ensure 100% of materials are accredited carbon zero. → TOOLKIT	Ensure 100% of materials are accredited carbon zero. → TOOLKIT
		Help makers ensure the production uses no toxic or environmentally harmful materials. → TOOLKIT	Co-ordinate the team to ensure the production uses no toxic or environmentally harmful materials. → TOOLKIT	Ensure the production uses no toxic or environmentally harmful materials. → TOOLKIT
		Help ensure the production uses only electric vehicles, rail, cycles, or public transport.	Co-ordinate the team to ensure the production uses only electric vehicles, rail, cycles, or public transport.	Help ensure the production uses only electric vehicles, rail, cycles, or public transport.
<b>Technical</b>		Prefer modular systems. Resist unnecessary technical upgrades. Use natural acoustic if possible.	Encourage sustainability collaboration between technical and other team members.	Follow Technical guidance. Make modular rigs for easy disassembly. → TOOLKIT
<b>Costumes</b>		Prefer reused. Source responsibly. Specify organic textiles with organic dyes. → TOOLKIT		Maximise reuse. Source & manage responsibly. Specify organic textiles with organic dyes. → TOOLKIT
<b>Review</b>	Call a Sustainability Review, and share lessons learnt. Share data from carbon calculation.	Attend the Sustainability Review, and share lessons learnt.	Help the Sustainability Champion collate data. Attend the Sustainability Review, and share lessons learnt.	Help the Sustainability Champion collate data. Attend the Sustainability Review, and share lessons learnt.
<b>Disposal</b>		Help plan in advance how 100% of materials can be reused, donated, repurposed, recycled or stored.	Co-ordinate to ensure that 100% of materials are re-used or recycled.	Help ensure that 100% of materials are re-used or recycled. Dispose of technical equipment sustainably.
<b>Outdoors</b>	Follow Green Book guidance on Outdoor / Site Specific shows. → TOOLKIT	Follow guidance on Outdoor / Site Specific shows. → TOOLKIT	Commission a biodiversity assessment for outdoor locations. → TOOLKIT	Follow Green Book guidance on Outdoor / Site Specific shows.
<b>Touring</b>	Follow Green Book Baseline on Touring (→ TOOLKIT). If possible, plan for sustainable travel and minimal	Follow Baseline on Touring (→ TOOLKIT). Minimise volumes for freight.	Follow Green Book Baseline for Touring. → TOOLKIT	Follow Green Book guidance on Touring. → TOOLKIT