

Belgrade Theatre Environmental Plan

General Policy Statement - Being Green

Making Theatre is a collaborative effort and the Belgrade Theatre knows from experience that everyone's contribution, great and small, is important and affects the end result. The size of the contribution ranges in scale from Actor (performance) and Technician (enabling the performance in front of the audience) to Usher (ensuring comfort, health and safety of the audience) to Cleaner (whose work ahead of the performance contributes to the quality of the audience's experience) to Accountant (whose handling and reporting of the finances enables the organisation to use its resources to the maximum) etc. The staff is united in furthering the Theatre's mission to produce and present quality theatre and arts experiences for the audiences of the city and region.

The Belgrade Theatre has a talented staff of committed, creative problem solvers and has a track record for being able to stretch resources. The Belgrade Theatre recognises that its activities impact upon the environment and resolves to use these talents to continue to reduce its impact on the environment.

The Belgrade Theatre's Green Team (which has a representative from each department) was established in 2007 and meets at least twice during the Summer to review progress and discuss new targets for the following year.

The Belgrade Theatre will comply fully with environmental legislation and is in addition committed to continued efforts to **Re-use** (paper printed on twice), **repair, rethink** (is it done in the most efficient way? Ask Suppliers for Green Products), **reduce** (quantities, switch off computers/screens/power), **refuse** ("free" gifts, unwanted add-ons), **recycle**

Introduction

Throughout this document "Staff" is used and applies to all who work at the Theatre whether permanent, seasonal, casual, employed, freelance or unpaid

"Green" is the accepted short-hand for Environmentally Friendly

Environmental Impact

The Belgrade Theatre is the major arts and cultural facility in Coventry and the only building-based professional producing theatre company in the city. We aim to present a vibrant programme of produced, visiting and community work in our two auditoria and other spaces that is informed by an artistic policy designed to attract local and national attention, cater to and develop the different audiences in and around Coventry, lift the profile of the theatre as a producing theatre, bear witness to its community's experiences, find a unique voice for the Belgrade in the context of the region, attract leading theatre artists – in short re-establish the vision, radicalism and internationalism that marked the opening of the theatre in 1958.

We reopened in September 2007 after a major capital project that refurbished the existing listed building and built a new second flexible auditorium (B2) – and which has won several awards. The original building housing the 858 two tier auditorium is listed and the extension houses the flexible second three tier space (average capacity 250) and a double volume rehearsal room.

The Theatre retains workshops in an old factory 1½ miles from the Theatre (called Red Lane) and also leases stores in a new facility ½ mile from the Theatre.

The Theatre owns one van and one car.

In terms of environmental impact the Belgrade Theatre is totally responsible for activities in:

- Belgrade Theatre Belgrade Square consisting of two auditoria, foyers that are open to the public Monday to Saturday and occasionally Sunday, bars and café bar, restaurant facility
- Red Lane Theatre Workshops consisting of c 1200m squared of workshop facility for the construction of sets, props and wardrobe
- Sandy Lane Store for storage consisting of c 600m squared.

The Belgrade Theatre has some influence on the following partners' activities:

- Signatures Catering who are licensed to provide the catering services at the Belgrade Theatre

The Belgrade Theatre has limited influence on the following partners' activities:

- Visiting Companies who bring their shows and productions to the Belgrade
- Suppliers for set building materials and marketing tools
- Audiences

Environmental Policy

Spurred on by a viewing of Al Gore's AN INCONVENIENT TRUTH in early 2007, the Belgrade's Executive Director called for volunteers from each department to form a Green Team. The response was immediate and enthusiastic and the team has been meeting regularly since Spring 2007. Members include senior managers as well as representatives of departments and the team is chaired by the Executive Director.

The intention is for this Policy document to be simple, practical and succinct and to inform staff where to go for further information, should it be required.

The Policy is laid out in the following sections:

- General information that is applicable to all staff of all grades
- Action Plan

Reducing the environmental impact of the Belgrade Theatre is the responsibility of all of us and the Belgrade strives to be an organisation that is Environmentally Aware and where all its staff takes on this responsibility for themselves. The policy statement and supporting documents are the framework within which we can all work to achieve that.

Each member of staff is challenged to work in as "green" a way as possible. Staff with managerial or supervisory responsibility have a further duty to oversee that a green working environment exists and is promoted in their department.

SECTION APPLICABLE TO ALL STAFF

The Belgrade Theatre is in receipt of funding from Arts Council England and Coventry City Council and shall comply with their Environmental Plan requirements.

The Belgrade is committed to comply with all legal and other requirements as a minimum performance. We recognise ISO20121 (the international standard for event management) that outlines the sustainable development principals that each organisation should subscribe to as

i) **Integrity**, ii) **Inclusivity**, iii) **Stewardship**, iv) **Transparency**.

These principals are compliant with our Brand Values which are:

We strive to be **Energetic** and **Passionate** about everything we do. Whether we're cleaning the Belgrade's iconic chandeliers, painting a set or directing a cutting-edge drama, we are committed to do it to the best of our ability and with energy and passion.

We are **Creative**, **Inspiring** and **Talented**. This is clearly evident on our stages where our home-produced shows regularly receive critical and popular acclaim. But this also applies to the whole organisation – our marketing team, catering staff, administration or accounts departments.

We will be **Open**, **Honest** and **Down-to-Earth**. We will be accessible to all and unrestricted to participants. We will be sincere, without affectation and free of prejudice.

Organisational Arrangements

This section sets out the responsibilities within the Belgrade Theatre, at all levels

The Board of Directors/ Trustees

The Board of Directors has ultimate responsibility for the Theatre's Green Plan. As a charity, the position of the Directors at the Belgrade theatre is voluntary and non executive, and the operational responsibility for being green is devolved to the paid Executive Officers (Artistic Director/CEO and Executive Director). One Director is nominated to oversee Board responsibility for its Environmental Plan and his / her contact details are available to the staff via the Administration Team.

Directors approve the Being Green Plan and monitor its implementation. Progress against the Plan will be formally reviewed by the Board on an annual basis.

Management Responsibilities

The Artistic Director/CEO holds overall responsibility for the Theatre's Being Green Policy.

The Executive Director is the person with responsibility for compliance with the Theatre's Being Green Policy

The following Senior Managers and HODS are responsible for their areas and report directly to the Executive Director in this matter of the Being Green Policy

- Associate Community & Education
- Director of Production
- Director of Communications
- Financial Controller
- Commercial Director
- General Manager
- Administration Manager

The catering operations are delivered at the Theatre by an independent company who are obliged by contract of appointment to comply with relevant environmental legislation. The caterer is encouraged to attend the Green Team meetings and to implement and oversee appropriate greening measures within designated areas of operation and amongst their staff. The Catering Operation is line managed by the Commercial Director.

Staff

The Being Green Policy and accompanying documents is held on the intranet Company in the Staff Hand Book Folder.

A Summary is included in the Staff Hand Book that is sent to each new member of staff. The Induction Process includes an introduction to the Theatre's Being Green Policy in general, and areas that relate directly to the Staff member in particular

Staff are kept informed of Being Green and given the formal opportunity to raise green ideas as follows

Green Team Committee Meetings

Being Green matters are overseen by the Green Team that consists of representatives from each of the Theatre's departments. The committee is chaired by the Executive Director and meets at least twice between May and September each year. Minutes of the meetings are sent to all Staff and to the Board Director with responsibility for Being Green matters.

Interdepartmental Meetings

These staff meetings are held once a month and consist of a representative of each department. Being Green is an agenda item each month and minutes are circulated to all staff.

Senior Management Meetings

These management meetings are held once a month and consist of Senior Managers (Artistic Director/CEO, Executive Director, Associate Director Community, Director of Production, Director of Communications, Financial Controller, Commercial Director, Communications Manager, General Manager). Being Green is an agenda item.

Sources of Information

- Coventry City Council and Arts Council England
- The Theatre is a member of the Theatre trade associations UK Theatre (formerly Theatre Managers Association) and Independent Theatre Council
- BECTU
- Julie's Bicycle <http://www.juliesbicycle.com/>

Relevant information/articles are circulated to Senior Managers, HODs and Green Team as appropriate.

Public

The Theatre's Being Green Policy is available in full on www.belgrade.co.uk/aboutus/environmentalpolicy and items are regularly posted. The Theatre participates in Green Office Week, National Climate Week, Earth Day and other appropriate initiatives and uses these to publicise its own work in this area through coverage on its website and in local media. The Green Team reviews this activity when it meets.

Members of the public are invited to make comment or make suggestions through the website.

Staff Responsibilities

Departments were challenged to come up with their own "greener" list of doing things and to report against this at the regular Green Team meetings. See Appendices

Management & Supervisory Responsibilities

Those with managerial or supervisory responsibilities are expected to promote responsible attitudes towards environmental issues. Each person will:

- ensure in general a "green" working environment within their area of responsibility, reporting any ideas regarding improvements to the Green Team/Buildings & Operations Meeting
eg equipment switched off (not on standby) when not being used; ensure equipment that is purchased can be switched off, not left on stand by; lighting and heating levels are appropriate for the space/workers; re-using paper; emails are not printed off unless required; printing done on "draft"; colour printers used sparingly; use of recycled items rather than new; use the recycling bins; wearing sweaters rather than requesting heaters; ensuring documents use minimum quantities of paper (Ariel, font size 11 is maximum); share copies of papers at meetings; email reports and minutes (not paper copies); text and email rather than post.
- ensure a "green" approach to Departmental specific tasks reporting any ideas regarding improvements to the Green Team Meeting
See appendix.
eg contracts with visiting companies penalising them for over-supplying print; avoiding/challenging minimum quantity orders with suppliers; exploring new ways of doing things that reduces environmental impact eg e-flyers, becoming ticketless; asking suppliers re their own "green" credentials; using recycled paper for letterheads and marketing tools
- look for new opportunities to improve green working
eg what other organisations are doing in the same areas of work, new ideas etc
- ensure good housekeeping standards are maintained

Staff Member's Responsibilities

- Staff should ensure that they are familiar with green policies and current practices of the Theatre and their department
- Staff should challenge non-green practices and encourage greener thinking amongst colleagues

- Staff are encouraged to bring to the attention of their line Manager or Green Team Committee any questions they have regarding non “green” activities and ideas for promoting greener working.

Monitoring and Evaluation

- The Board has nominated a Director to oversee the Theatre’s Green Policy. The Director is invited to Green Team meetings and receives minutes of the meetings.
- A Green Report will be made to the Board once a year showing utility consumption figures and general “greening” and progress against Action Plan Targets that have been achieved in the year
- The Executive Director will monitor the policy and arrangements on a day to day basis
- This document will be reviewed on a Five Yearly basis by the Green Team Committee unless circumstances require that relevant sections should be reviewed earlier.

Green Problem Solving

Reducing the Theatre’s environmental impact depends on all individuals taking reasonable care to work in a greener way.

An important part of this responsibility is the need for staff to keep an eye out for non-green activities or for new green opportunities and bring these to the attention of their Head of Department as soon as possible. HODs should then progress the idea or report it to the Senior Manager who will, if appropriate, take it to the Executive Director.

If no satisfactory progress has been made, staff can pursue the matter in the following stages:

- i) to the Green Team directly, via any member, who should seek to resolve the problem under the leadership of the Executive Director;
- ii) if after stage i) the matter is still unresolved the Staff member may take it to the Artistic Director/Chief Executive
- iii) if the matter is still unresolved, to the Director of the Board

The Theatre promotes a ‘no blame culture’, and staff cannot be victimised by either Managers or other members of staff for reporting green concerns.

Action Plan & Achievements 2007 to date

The Belgrade Theatre will comply fully with environmental legislation and is in addition committed to continued efforts to **Re-use, repair, rethink, reduce, refuse, recycle**

Re-use

- Sets and bits of set
- Costumes
- Paper – print on both sides

Repair

- Repair rather than renew
- Consider purchasing reconditioned equipment

Rethink

- Develop e-mailing list/texting to replace/reduce postage
- Use of e-flyers and texting
- Look to become ticketless
- Promote/demand Green Products (regularly ask Suppliers for Green Products)
- Promote policy that will give preference, as far as practicable, to green products including utilities
- Purchase equipment that can be switched off (not on standby)
- Use recycled paper for stationery
- Use FSC Approved Paper from Mixed Responsible Sources for print

- When printing documents, look to minimise amount of paper that is needed
- Panto Goodie Bags not to be plastic
- Belgrade participates in the Cycle To Work scheme
- Car Sharing between Red Lane and the Belgrade, and for offsite meetings where a car has to be used

Reduce

- Printer Ink - default printing position to be Draft
- Paper – share papers at meetings, print off fewer documents
- Lights – use desk lamp rather than overhead lights when appropriate
- Computers – switch off computers, monitors, printers; not left on stand by
- E-mails – print off fewer emails

Refuse

- Extra print from Visiting Companies (contractual point since 2007: extra print to be returned to Visiting Co and VC to bear postage cost)
- Minimum Quantities – actually means Minimum Charge (which can be paid without wasting the paper of minimum quantities)
- Air travel for trips within the UK; mileage for trips that should be undertaken by train; taxis for London travel

Recycle

- Participate in CCC paper recycling
- Lobby for CCC tins/plastics recycling
- Participate in Charity recycling schemes eg printer ink, mobile phones
- Computers – to charities
- Props
- Use freecycle, e-bay, donate where possible
- Free gifts from suppliers are used for raffles/tombolas for staff charity fund raising

Responsible Dumping

- When it is necessary to dump items these are sorted into recyclable and non-recyclable where possible and are disposed of responsibly
- Disposal of Chemicals/toxic waste as per Regulations
- Using fat trap in catering to protect drains

Education/Promotion

- Purchase Fair Trade and Local food products for catering and front of house sales
- “An Inconvenient Truth” available for staff viewing on request
- Encourage and enable attendance at relevant Conferences (eg Sustainable Theatres)
- Each Department develops own policy (Administration, Production)
- Use and advertise use of recycled paper for stationery
- Use and advertise use of FSC Approved Paper from Mixed Responsible Sources for print
- Advertise Policy on website

Green Achievements 2007- date *Updates in red*

2007/08

- New energy-efficient boiler installed as part of Capital Development Project (September 2007)
- Lights on sensors installed in toilets (September 2007)
- Air-cooling controlled by thermostat (auditoria, WLS) or timer (IT Room, Exhibition Gallery)
- Managed use of external lights (only on when there is a show) and internal lights (not switched on in summer) (September 2007)
- Managed use of stage lights and stage equipment (never on when not in use)
- Changing lights to low energy bulbs throughout the building (ongoing)

2008/09

- Office pipes lagged (April 2008)
- Office windows have anti-reflection film fitted to improve insulation and reduce glare (April 2008)
- Building Management Service (BMS) Software installed to aid more efficient use (August 2008)
- Install switching to allow “middle” option - half the lights on in a corridor rather than all or none (Summer 2008)
- Reconsider boiler issue for hot water for dressing rooms (reinstall small local boiler)
- Replace plastic cups for interval drinks with reusable plastic or cardboard cups
- Participate in the Cycle To Work Scheme, supply bike rack for staff and for public, specify shower for staff use (August 2008)
- Reduce/eliminate use of plastic envelopes in mailings
- Look to make environmental use of Flat Roofs
- Commission Carbon Trust Audit (summer 2008)
- Reduce heating and air cooling by 1degree

2009/10

- Office Lighting split so that lights are directed onto specific desks (if one occupant is absent, that light is not now on)
- After investigation regarding which is greener, hand dryers replace use of paper towels in public toilets
- Invoice payments largely by BACS/email statements

2010/11

- Carbon Trust Report commissioned and Theatre congratulated
- Lighting on sensors in lobbies/toilets completed
- Ongoing enquiries for sponsor to provide electric car to replace current fuel-car

2011/12

- Iconic Chandeliers – bulbs changed 18 watt halogen light bulbs which are proving to be adequately bright and use 2.5 kw less energy on each chandelier.
- Eco Friendly fonts investigated but found to be inappropriate for organisation size of the Belgrade
- Taps replaced in public toilets to reduce flow of water (now only run for 7 seconds)
- Investigation of e-contracts (Visiting Companies and Events & Hires) ongoing but yet to prove practicable
- Ongoing enquiries for sponsor to provide electric car to replace current fuel-car
- Encourage staff to move to e-payslips
- Arts Industry Article on Belgrade’s Green Team
- Recyclable Plastic Glasses purchased for interval drinks but too many go missing therefore unaffordable option

2012/13

- *Air Cooling works (Main Stage) and BMS improvements undertaken summer 2012 to get the system to work properly*

- After investigation and discussion with appropriate suppliers, it was agreed that photovoltaic panels on flat roof of Theatre was impractical due to age of roof and impossibility of guaranteeing the condition of the roof. Note made for suitable materials to be used when installing new roof in the future to enable photovoltaic system.
- Recordings of past shows transferred from video to DVD and video casings responsibly dumped
- Significant reduction in use of post for general correspondence/contacting C&E participants etc. Replaced by email and texting
- New improved web-site, booking system and pricing that drives more customers to book on line (increase from 34% to 53%)

2013/14

The graph below is published on the Theatre’s website:

Update 2013/14

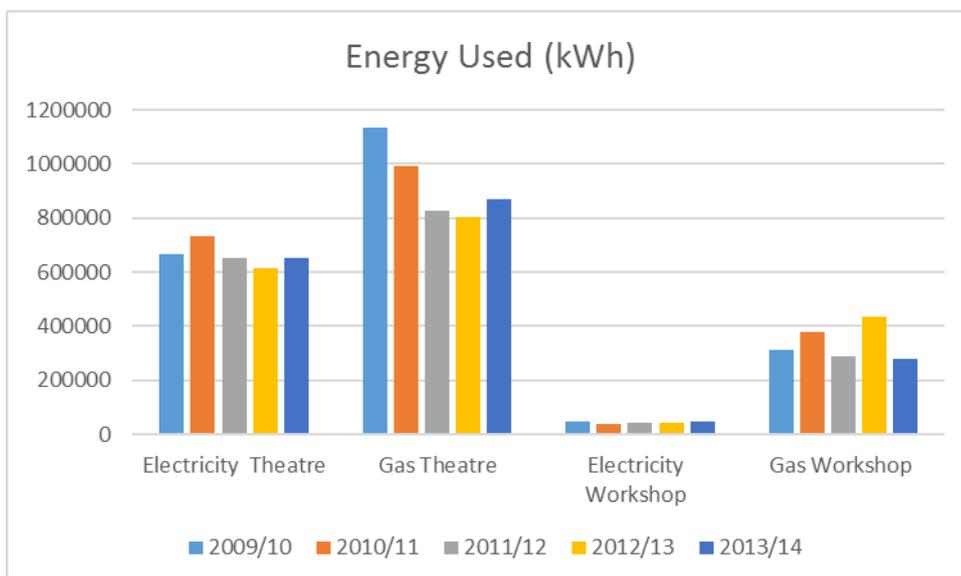
The following graph shows gas and electricity usage at both the Theatre and the Belgrade Producton Services (BPS) Workshop on Red Lane, Coventry since 2009.

Usage at both sites for gas and electicity show a reduction in trend and, with the exception of Electricity at the Workshop (which shows a 3.9% increase), the kWhs used in 2013/14 are all below the levels used in 2009/10.

There has been a significant drop in gas usage at the Workshop between 2012/13 and 2013/14 due to the installation of a new gas boiler and building refurbishment which has made the building more environmentally friendly.

**Energy Usage by the Belgrade Theatre and Workshop
Five Years to 31/3/14**

	Electricity Theatre	Gas Theatre	Electricity Workshop	Gas Workshop
2009/10	666225	1134776	45034	312885
2010/11	734888	993362	39026	377071
2011/12	650035	826397	42439	289663
2012/13	615959	801121	42476	434098
2013/14	652948	870173	46877	280648



- Red Lane works to the value of c £350k were completed winter 2013/14 resulting in a building that is now fit for purpose: repointed / replaced walls, repaired roofing, new flooring, replaced skylights with a small reduction in number, also a new more efficient gas boiler. Staff have also been made aware of the issues of high gas usage in 2012/13. This year's result shows that the builder is appreciably greener being better insulated, better natural lighting and more informed staff and gas consumption has dropped dramatically.
- Eco-friendly cleaning products are now in use throughout the building
- Boilers are on timers, switching off over night
- Skype is in the process of being developed to replace some "in person" meetings
- Office/non auditorium heating is switched on as late as possible in the year and off as early as possible
- All Offices are now on heating systems that are separate from the Theatre (auditorium and foyer)

2013 ff Action Plan

Use benchmarking tools eg Julie's Bicycle Industry Green Carbon calculators (www.ig-tools.com) to assess progress Lead: Executive Director

BT has inputted full information for two years (one more than was required)

- *Julie's Bicycle query 2013/14: Your gas for the theatre seems to be on the increase and is already very high compared to our benchmarks, do you know what this is due to?*
- *Response: Gas consumption did rise last year but is still well below what it used to be in 10/11 (and 09/10). However I have no particular explanation except that we have been struggling with our BMS system for several years (it was installed in 2007 but needed major rectification last year) and hope that this year we've finally sorted various glitches. So I would hope to see usage stabilise this year*
- *JB: BMS systems can be very tricky.*

Short Term: 1 to 3 years

1. External Audit of progress so far Lead: Executive Director
Julie's Bicycle
2. Use of flat roofs (offices) for better insulation and/or creation of electricity (*investigation: short term target, progress depends on £*) Lead: Executive Director
No update
3. Discussion with CCC and Belgrade Plaza regarding participation in energy creation schemes (*short-term target*) Lead: Executive Director
On list for next phase
4. Reducing the environmental impact of Red Lane (*works scheduled for June 2013*) Lead: Executive Director/Director of Production
Works completed
5. Replace low energy bulbs with LED (Lead: Director of Production)
6. Move the majority of cleaning products to eco-friendly products (Lead: Commercial Director)
Completed
7. Develop Skype/alternative to reduce the need for number of meetings between Red Lane and Belgrade Theatre (Lead: Administration Manager)
In progress
8. Monitor usage of paper and letterhead (Lead: Administration Manager)
In progress
9. Engage Community Youth Forum (Lead: General Manager)
10. Turn off hot water boilers 11pm to 5am (Lead: Deputy Buildings Manager)
Completed
11. Reduce water usage by 5% (volume not cost) on 2012/13
12. Reduce gas usage by 5% (volume not cost) on 2012/13
13. Reduce Electricity usage by 5% (volume not cost) on 2012/13
14. Share best practice

Medium Term 3 to 5 years

Eco-friendly car to replace fuel-car (*medium term target*) Lead: Commercial Director/Director of Production *In progress*

1. Accepting paperless tickets for entry into the auditoria (*medium term, in discussion with box office system, also a question of £*) Lead: Communications Director
2. Promote Skype/alternative for out of town meetings (Lead: Executive Director)

Concluding Remarks

The Belgrade is proud of having taken up the challenge of greener working as early as it did (2007) and of the significant achievements made to date. The Belgrade recognises the next steps in greening the Theatre will take longer to discover and implement but is committed constantly to challenge the accepted way of doing things and constantly to be on the look out for greener initiatives

Approved by the Board of Directors
28 March 2013

Progress reviewed by the Board of Directors
24 July 2014

APPENDIX

The Greener Challenge May 2007

Administration & Development Departments

- Make sure that we do not receive any unsolicited faxes thus using unnecessary paper
- Make sure that every piece of scrap paper is used twice in the printers or by hand
- Re-cycle our unwanted day to day paper e.g. circulars and other unsolicited material received in the post – at the moment by CROW but are looking at other options e.g. Warwick University scheme
- Try to promote a purchasing policy which will give preference as far as practicable to those products and services which cause the least harm to the environment.
- Avoid wherever practical the use of environmentally damaging substances, materials and processes
- Turn off any equipment that is not being used constantly e.g. lights in a shared office when other occupants are away
- Make sure that we turn off all IT and other equipment at the end of the day and never leave any equipment on stand by
- Think before we print off any correspondence e.g. e-mails
- Investigate the use of recycled and refillable cartridges for printers
- Investigate if we can purchase photocopier and printing paper from re-cycled sources
- Investigate other re-cycling schemes for good practice e.g. Warwick University
- Will ensure, wherever possible, that creative staff use e-mail for scripts to save paper, time and money.
- Will place a re-cycle bag/bin and a scrap box in the IT room for staff use.
- Will work with education welfare to reduce even more the pages in children's licences to reduce the use of paper
- Print off on "draft"
- Only replace printer ink cartridges when absolutely necessary
- Share minutes of last meeting with a "buddy" e.g. Health & Safety minutes

Catering Department

- We already have a "fat trap" of sorts. Fryers oil pick up our used supply which is free of charge as long as we continue to buy the original from them.
- Water management system used by FOH to be established in all toilet cisterns
- All sinks to be fitted with correct plugs.
- Cut off valves on Gas supply used over weekends/bank holidays
- Liaising with FOH on compactor and/or bottle banks.
- Re-negotiate company policy on use of plastic bottles inside the auditorium. We could use glass bottles and pour them into plastic beakers that can be washed and re-cycled.
- Awareness of Mail Preference system throughout the organisation to reduce junk mail.
- Premiere cleaning supplies use a lot of eco-friendly cleaning products, if catering use these as well we may have the added bonus of getting a higher discount.
- Keeping files on a spreadsheet of all equipment age and maintenance records
- Using products that are seen as Fairtrade whenever possible.
- Suppliers to be informed of our policy so they can reduce/eliminate packaging of all deliveries

Front of House

- Have contacted London Taxis International and they have just brought out a new generation TX4 vehicle which has an environmentally friendly engine. They have a web site where you can view details
- Instigate recycling bin collections.
- Use Green Products on cleaning materials and in public toilets, challenging suppliers eg *Premier pursues an environmentally conscious approach towards all product development, formulating high performance products which are safe to use and demonstrate a respect for nature and the future we all share*
- Provide bike rack, identify staff showers to be used, promote Cycle to Work scheme

Building

- Investigate energy saving water heaters
- Audit/report on heat controls for radiators in offices has been commissioned and thermostats fitted
- Pipes lagged.
- Change all lighting to energy saving bulbs
- Install insulating films on office windows
- High spot tracking in offices are on low voltage transformers
- Install movement/light sensor lights in all low-used areas eg toilets and lobbies.
- Timing of external lights have been altered to coincide with fading light.
- Turn on general heating late in the season, keep thermostat at 1 degree lower than previously, turn off heating early
- Investigating Fair Trade products

Marketing/Communications

Already doing:

- Recycling – card and paper
- Print on both sides of paper
- Switch everything off
- Use print cartridges to the last drop
- Only use office lights when necessary, only use one set, switch off when leave the office
- Switch monitors off if not using for a while – e.g. lunchtime
- Correspondence via email and phone not letter and fax
- Monitor print use to ensure correct amount ordered

Already doing but to be expanded:

- Recycled paper for print
- Drive customers to website rather than brochure and emails rather than DMLs
- Increasingly targeted mailings to reduce paper
- Smaller sized print where practically possible

To introduce:

- Always give customers a digital option
- Paper print out rather than bespoke tickets
- Recycling paper bins in foyer

Production/Technical department environmental actions and ideas

- To be as environmentally friendly as possible when disposing of scenery
- To re-use as much material as possible from one show to another; to collect and re-use mechanical items from moving scenery (but in line with LOLER and HSE Regulations).
- To use recycled / used paper for running plots, time sheets, call sheets etc.
- To check on a yearly basis the advances of chemical materials for construction to see if there are alternative environmentally friendly products to replace the usual methods.
- To recycle 'scraps' of metal from the workshops
- To limit the amount of paper used in production.
- To recycle unwanted paper (Via Crow)
- To ensure that Stage Lights are only used when essential and are always powered down
- To ensure that all LX and Sound equipment is powered down when not in use

As mentioned at the meeting, it is difficult at times for the production departments to use environmentally friendly products as there are no alternatives to some products that are needed in the creation scenery/props. It has also proved difficult to separate recyclable elements of scenery from non recyclable scenery during a get out due to time, cost and labour (as the difference in time is significant, not marginal), but we will endeavour to do our best. The idea of offering sets/props to Amateur Companies for re-use has also proved highly problematical to other theatres that have tried this: the main reasons being the added time/labour cost of sorting the set at get out stage and the issue of storage of said sets until the Amateurs can collect.