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Touring Green Captain Kit

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The Touring Green Captain Program

Welcome to the Broadway Green Alliance's Touring Green Captain program. We're so excited to have you on board!

Currently, nearly every show on Broadway has a volunteer Green Captain. These Green Captains help their productions run in a more efficient and "greener" way by providing helpful information and encouragement.

Similarly, the BGA Touring Green Captain program not only provides resources for including greener practices in your own touring productions, but a connection with a Green Captain in nearly every local venue.

Please feel free to modify or customize your approach as you see fit. Be in touch, and, as always, reach out with any questions or ideas you have.

What Are Touring Green Captains?

Touring shows and touring venues each want to work together in a more sustainable and greener manner. The Touring Green Captain program enables this in a simple and easy way:

Each participating venue and production assigns a Green Captain who is knowledgeable about their respective greening practices and goals.

Prior to a show's arrival at a venue, the Venue Green Captain and the Production Green Captain connect and share practices, resources, and needs in order to make their time together more environmentally friendly.

Topics would include:

- How to recycle and properly dispose of waste in the venue, during and at end of run;
- Local resources for greener transportation (bike sharing, etc.); and/or
- Show's green initiatives that require local or venue support.

On arrival at the venue, all Green Captains would ensure that information about how to be greener at that venue is available to all.

Keep in Touch!

Make sure you follow the Broadway Green Alliance on Facebook at [@BroadwayGreenAlliance](#); on Twitter at [@BroadwayGreen](#); on Instagram at [@BroadwayGreenAlliance](#); and on YouTube at [@BroadwayGreenAlliance](#). Our social media hashtags are [#BroadwayGreen](#) and [#BroadwayGreenAlliance](#). And, if you haven't already, become a BGA member at membership.broadwaygreen.com or visit us at www.broadwaygreen.com.

Top Ten Goals of a Touring Green Captain

1. **Ask questions!** The BGA is, first and foremost, a resource. Ask us about anything - we are here to help.
2. **Inform and educate** the cast and company about ways to be green. Post eco-tips on the callboard and pass along information to the cast and crew.
3. **Inspire** your show to **reduce waste**. Venues, think about providing mugs in lieu of disposable cups. Productions, ask your company to use reusable water bottles, bags, and straws as well as recycled paper and recycled binders.
4. **Inspire** your venue or production to **recycle** as much as possible. Make sure there are recycling bins backstage and in the rehearsal studios, and check that the correct recycling signage is posted. Take part in one of the BGA's dozens of collection programs, and similar local programs.
5. **Communicate** with other departments and with other Green Captains. Make sure that stage and company management, performers, and the sound, lighting, props, wardrobe, and makeup departments know what they can do to make your show more sustainable.
6. **Investigate and implement** more sustainable choices. Educate others on what green product substitutions can be made and encourage them to make purchases for the show using this knowledge.
7. **Report** your successes. Tell us what your venue or production has done so we can share with the rest of the touring and Broadway community. This will encourage others to do the same.
8. **Become involved** in the BGA. Check the website for donation drives, meetings, and events.
9. **Follow up.** Follow up with your cast, crew, and departments to see if they have questions or obstacles, and make sure all your goals are being met.
10. **Continue** on after the show. Take your knowledge and passion and continue on at home and with the next show you work on. Inspire others to do the same.

Additional Resources

List of Greener Practices to Consider

The BGA website contains better practices for each aspect of production, as well as links to other resources related to green theatre. Green Captains should review these practices to determine ones that are applicable for their venues.

Also consider these better practices identified by BGA members:

In General

- Check the BGA website (www.broadwaygreen.com) for information to assist with the below initiatives, or check NRDC's Greening Advisor (www.nrdc.org/greeningadvisor) for additional information.
- Search the area for other organizations that are working for a greener future and see how your production could collaborate with them.
- Encourage the use of power strips and turn off all computers, printers, sound systems, and any other electronic equipment that you have in rehearsal at the end of the day.
- Strive to control the air conditioning for all rooms, and make sure it is turned off during meal breaks and at the end of the day.

In the Shops and Rehearsal Rooms

- Ask stage managers for ten minutes at each production's first rehearsal to talk to the cast and crew about different ways that green practices can be implemented.
- Encourage the use of reusable water bottles and work to provide the cast with labels for their water bottles.
- Encourage recycling. Highlight recycling bins in the rehearsal rooms, shops, and performance spaces.
- Encourage everyone to use online resources such as Google Calendar, websites, and Dropbox to minimize printing and increase ease of information.
- Remind everyone to turn off lights in the rehearsal room.
- Encourage the practice of shutting down all electronics overnight.
- Use the reverse side of printed materials for notes and other test prints to reduce paper waste.

If you are a venue...

In the Theatre

- When a new cast moves into your space, remind them of your green practices.
- Point out recycling areas during the initial backstage tours.
- Make sure cast members know where their mugs and bottles are located in the theatre.
- If your theatre has any kind of bike share program or transportation options that allow the production to travel greenly, point those out and encourage everyone to use them.
- Post strategically-placed reminders in dressing rooms and throughout the building for the following:
 - Turn off the lights when you leave the room.
 - Turn off the A/C when you leave the room.
 - Unplug all appliances and chargers when not in use.
- For the wardrobe areas, investigate the possibility of investing in energy-efficient washers and dryers to save energy and money. Look for replacements with Energy Star ratings. Consider air-drying costumes where practical.

In the Office

- Organize and encourage everyone to use mugs and reusable water bottles and straws.
- When you can't buy office supplies and equipment locally, buy in bulk to reduce shipping pollution and packaging waste.
- Reuse shipping boxes whenever possible.
- When replacing appliances around the office, look for replacements with Energy Star ratings.
- When using a car service, consider electrics or hybrids.
- Consider consulting green architects, designers, and construction companies for any renovations.
- Evaluate HVAC systems and upgrade for greater efficiency if necessary.
- Inquire with your energy provider about buying into an energy portfolio consisting of green energy from renewable sources - it often costs the same or less.
- Consider using washable plates and silverware instead of paper plates and plastic utensils.
- Make sure your trash carter is sorting and recycling all materials.
- Consider using automatic thermostats or set thermostats to turn down (or off) when the office is closed.
- Consider turning off all non-essential computers and printers at the end of the work day.
- If you have energy meters, monitor building energy usage and set reduction goals. If you don't have energy meters get them installed.
- Use soy inks when possible and print on white paper.
- Use more energy-efficient lights and install light sensors where feasible.
- Use green, chemical-free cleaning products.
- Turn off computers when you go home.
- Install plumbing fixtures that reduce water usage.
- Send audition notices electronically.
- Don't print out emails - archive them electronically.

Reducing Paper Waste

- Investigate a paperless direct deposit system for your employees.
- Encourage double-sided printing (make it the default setting if possible) and explore paperless options.
- If you can print your own stuffers, compile entire listing on one half-sheet page and only print as needed instead of stockpiling in advance.
- Consider buying 100% post-consumer recycled paper for your office.
- Print on the back of scrap paper whenever possible.
- Use old inserts and stuffers as notepads/scratch pads.
- Use online resources such as Google's G Suite, Dropbox, and other web based services to minimize printing and increase ease of information.
- Conduct an accurate count of seats per performance to reduce the number of excess programs. Make sure to have preliminary programs approved and edited so that programs are only printed once and reused whenever possible.
- Use toilet paper, tissues and paper towels made with a high percentage of post-consumer recycled content in the rehearsal hall.

If you are a production...

In the Theatre

- When you move into a new performance space, remind the cast that most of the better green practices can continue in the new space.
- Ask about and point out recycling areas during the initial backstage tours.
- Make sure cast members know where their mugs and bottles are located in the theatre.
- Ask if the theatre has any kind of bike share program or transportation options that allow you and the rest of the production to travel greenly.
- Post strategically-placed reminders in dressing rooms and throughout the building for the following:
 - Turn off the lights when you leave the room.
 - Turn off the A/C when you leave the room.
 - Unplug all appliances and chargers when not in use.

Departmental Efforts

Wardrobe

- Use eco-friendly detergents (go to www.nrdc.org/greeningadvisor for a list of supplies).
- Wash clothes in cold water.
- Air-dry clothes whenever possible.
- Reuse old t-shirts as rags.

Sound

- Use rechargeable batteries whenever possible (most Broadway shows now use rechargeables!).
- Recycle partially-used batteries - make them available to company members.

Carpentry and Properties

- Consider environmentally-sound versions of paints, glues, solvents, etc.
- Properly dispose of hazardous liquids, such as paint, paint thinners, glues, etc.
- Look into recycling and reusing sets and props. Investigate organizations in your area that can help out with this. This is especially important on the last stop of your tour.

Electrics/Lighting

- Keep all dimmers, instruments and control gear clean and dust-free.
- Shut down all dimming gear at the source at the end of rehearsal/performance day.
- Power down moving heads & LED power supplies if they won't be in use for more than 1 hour (e.g. for meal breaks in rehearsal/tech rehearsals).

In Your Hotel Room

- Ask the hotel what its recycling policies are, and make sure that you let your company know.
- If your hotel does not recycle, ask if there are any recycling sites nearby. You can collect your company's recyclables and make a delivery, or bring everything with you to the airport, where there is always recycling available.
- If you or anyone in your production is not using the mini-toiletries that are provided every day, you can collect those and find a local charity or organization and donate all of your unused bottles and products.

About the Broadway Green Alliance

The Broadway Green Alliance (BGA) is an industry-wide initiative that educates, motivates, and inspires the entire theatre community and its patrons to implement environmentally friendlier practices. The BGA, launched in 2008 in collaboration with the Natural Resources Defense Council, is an ad hoc committee of the Broadway League and a fiscal program of Broadway Cares/Equity Fights AIDS. The BGA brings together all segments of the theatre community, including producers, theatres in New York and around the country, theatrical unions and their members, and related businesses. The BGA identifies and disseminates better practices for theatre professionals and reaches out to theatre fans throughout the country.

Operating Principles

- I. It is impossible to be “green” while continuing activity. There is no litmus test for green activity, but instead there is an opportunity to be greener and do better each day.
- II. Climate change does not result from one large negative action, but rather from the cumulative effect of billions of small actions. Progress comes from millions of us doing a bit better each day.
- III. Greener actions can (1) save money immediately, (2) save money after investment, or (3) cost more. Huge opportunities exist in the first two categories.

Background

Since 2008, Broadway Green Alliance members have made Broadway greener in many ways:

- Theatres have replaced the outside and marquee lights with energy-efficient LED and CFLs. That’s over 100,000 actual bulbs saving over 700 tons of carbon each year.
- There is a Green Captain at nearly every show running on Broadway.
- Most theatre venues now use greener house cleaning materials prepared in efficient concentration stations that reuse cleaning bottles.
- Shows are now washing costumes in energy efficient washers (generously donated by LG Electronics), which save enough energy to light the outside and marquee lights for nearly two months.
- Most shows now use rechargeable batteries in microphones and flashlights, keeping thousands of toxic disposable batteries out of the waste stream every month. Switching to rechargeable batteries is easy, saves money, and is better for the environment.
- Some shows use water filtration systems and most use reusable bottles backstage, keeping tens of thousands of plastic water bottles out of the waste stream.
- We are working to keep almost 90% of scenery out of landfills when shows close by reusing or recycling what otherwise would be thrown away.
- The BGA holds electronic waste and textile recycling events quarterly - free and open to all - in Times Square.
- The BGA operates a free binder exchange where anyone can drop off or pick up binders, many of which are used in readings and rehearsals. This keeps binders out of the waste stream and encourages reuse.

The BGA also has a very active Off-Broadway Chapter. In 2013 we began working with the Off-Broadway League and the Alliance of Resident Theatres / New York (ART/NY). We quickly assembled a group of a dozen committed leaders and expanded our Green Captain program to this community. The Off-Broadway Committee has hosted several Town Halls since its inception, which has brought the community together and allowed us to collaborate and clearly set our objectives. In 2015 we started a greening grant program which provides modest grants for green upgrades and projects to the Off-Broadway, Off-Off-Broadway, and Independent Theatre communities.

Another very active chapter exists in Chicago. In conjunction with the League of Chicago Theatres, there is now a Chicago Green Theatre Alliance (CGTA). The CGTA also has regular meetings, sends newsletters, and hosts textile and e-waste drives. This model was then replicated in Philadelphia, and is one that we hope will be replicated in cities throughout the country.

Finally, the BGA also has an international presence. In 2012, in partnership with the UK's Julie's Bicycle, the BGA launched an international consortium, the International Green Theatre Alliance (IGTA), dedicated to improving environmental sustainability across the theatrical sector across the world. The mission of the IGTA is to inspire direct industry-wide action for positive environmental change. The focus of the IGTA is threefold: to collect and publicize the efforts of environmentally like-minded theatre organizations worldwide; to disseminate the most current, reliable, and relevant information about best practices at the individual and institutional levels; and to generate a network of global support for greening efforts throughout the theatre industry.