



Off-Broadway and Independent Theatre Green Captain Kit

Table of Contents

What is the Broadway Green Alliance?	3
What is a Green Captain?	4
Checklists for Better Practices	5
Want to get Greener?	9



Broadway Green Alliance
165 West 46th Street, #1312
New York, New York 10036
646-454-5722 x264
green@broadway.org

What is 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. For more information, visit www.broadwaygreen.com.

The BGA 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 a Town Hall every year 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 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.



Broadway Green Alliance
165 West 46th Street, #1312
New York, New York 10036
646-454-5722 x264
green@broadway.org

What is a Green Captain?

First, anyone can be a Green Captain (GC).

The idea of a Green Captain is to have one person involved with a production, organization, or venue who is the go-to person for questions, ideas, issues, or problems about green or environmental things. This can be as simple as encouraging everyone to have and use reusable water bottles or as difficult as working with your House Manager to make a list of all lighting instruments that might be ready for a more energy-efficient bulb.

Please be in touch. Come to our meetings and events and meet other GCs. And as always, please reach out with any questions or ideas you have.

JOIN US!

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 #BGA and #BroadwayGreen. Sign up for your free BGA Membership at [membership.broadwaygreen.com](#) or visit us at [BroadwayGreen.com](#).

Checklists for Better Practices

At the Office

- Encourage the use of public transit through TransitChek or other programs.
- Investigate a paperless direct deposit system for your employees.
- Give your employees a mug or reusable water bottle (with the company logo or show) for their first day, a holiday, or any occasion.
- Start buying 100% post-consumer recycled paper for your office.
- 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 to replacements with Energy Star ratings.
- When using a car service, consider electrics or hybrids – they exist.
- 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—Con Ed offers this and it generally costs the same or less.
- Designate a place where employees can leave their paycheck envelopes for reuse.
- Use washable plates and silverware instead of paper plates and plastic utensils.
- Make sure your trash hauler is sorting and recycling all materials.
- Set thermostats to turn down (or off) when the office is closed.
- Encourage double-sided printing (make it the default setting if possible) and explore paperless options.
- All computers and printers should be turned off at the end of the work day.

Sets, Costumes and Lighting

Designing, building, and running greener:

- Design with greener lighting in mind -- design with a more holistic approach, balancing the aesthetic needs of the show with frugality toward energy usage wherever possible.
- Rehearse under energy-efficient lighting (exceptions for tech and dress rehearsals).
- 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 (i.e: for meal breaks in rehearsal/tech rehearsals).
- Make sure all back-of-house, dressing room, and corridor lighting is energy-efficient (LED recommended) and operated by motion sensors.

- All running and marker lights should be LED.
- Install dimmable energy efficient sources for all of your front-of-house areas.
- Use the BGA's Gel Project for reusing lighting gels where feasible.
- Create a greener studio: For model-making, choose cardboard over foam core, pulp board over illustration board, white glue over Twin Tak or other adhesive sheets.
- Printing: Ink cartridges are often over-packaged with plastic. Choose a printer that uses less or no plastic packaging for their inks. Recycle all ink cartridges.
- Use recycled paper, print front and back, or review documents digitally and don't print at all!
- Build models out of packing materials like cereal boxes, pulp board, and cardboard inserts, plastic packaging, and cardboard boxes.
- Recycle all paper and cardboard used in the studio. Break down old models and reuse materials. Save models that can't be broken down to be used as base structures for new models.
- Designing Greener: When approaching a project, think of the type of materials you want to use. Is there a more sustainable option for this material? What is the sheet-size of this material? Choose sizes that more closely resemble size of sheet goods so as to produce less waste.
- Spend some time researching sustainable material options. There are lots of options out there, so this will be an ongoing adventure. Start with one material and build your references slowly as greening can be an ongoing process as opposed to a major overhaul. This will help you incorporate sustainability into your current working process and schedule.
- Try to incorporate used materials into your designs. Look through shop stock materials, search groups like ArtCube and Craigslist for materials, shop at places like Big Reuse and Materials for the Arts if you are working with a not-for-profit organization.
- Recycle your set. When your show is struck you can post it on ArtCube (email green@broadway.org for more information) for others to claim. Or donate directly to Big Reuse or Materials for the Arts' online donation platform.
- Reach out to others. Sustainability in theatrical design is a new and ongoing area of exploration. We can all learn from each other. Share your experiences with friends, colleagues, and students. Twitter, Facebook and blogs are a great way to share greening tips (the BGA is on Facebook and Twitter -- follow us and join the conversation).
- Join the Broadway Green Alliance! You will learn new ways you can improve your greening efforts. Attend workshops and meet others who have a passion for theatre and a passion for the environment!
- Ask if the production can use similar but not identical costumes to facilitate thrift store items -- and Go to TDF's Costume Collection to borrow costumes.
- Reuse sets or costumes from previous productions when designing a new show, and always encourage scenic, costume and prop shops to use recycled materials.

- Utilize vendors who provide recycled materials and reduce their own company's emission of greenhouse gases.
- Utilize local vendors as opposed to having products shipped across the country or from overseas.
- Establish a greening policy and implement green practices for your shop, including the office.
- Put someone in your operation in charge of green procedures as a resource for all your employees and clients.
- Adopt construction methods that reduce the amount of material used.
- Use non-toxic, biodegradable materials in the construction and maintenance of costumes and sets.
- Use local vendors who use green practices in their product development and deployment.
- Develop special effects (e.g., fog, fire) with environmentally responsible materials.
- Use rechargeable batteries in battery-operated devices and recycle ALL batteries.
- Maintain facilities for the storage of sets, costumes, and props for re-use.
- Encourage producers and general managers to recycle sets and costumes upon the closing of a show.

At Rehearsals and On Stage

Company Awareness and Implementation

- Beginning with the first call to the actors and staff regarding schedule and location of rehearsals, let them know that greener practices will be incorporated into the production.
- On the first day of rehearsal, point out the ways that the production will be working to implement better green practices.
- Offer cast and staff reusable bottles and filtered water in large containers. Avoid plastic bottles.
- Ensure that cast and staff have labels for water bottles and mugs, as well as access to natural/organic dishwashing solution.
- Explain that recycling is mandatory and make the recycling containers easily accessible.
- In rooms without motion sensing light switches, post notices by all light switches (especially in bathrooms) reminding people to turn off the lights when leaving a room.
- Point out that the paperwork the company is given, if any, has been printed on either post-consumer content recycled paper or reused scrap paper – print on both sides where possible.
- Remind colleagues, company members, and outside parties that they will receive their notices by email instead of hard copies, unless requested otherwise.
- Use tissues made with a high percentage of post-consumer recycled content in the rehearsal hall.
- Use power strips and turn off all computers, printers, sound systems, and any other electronic



equipment in the rehearsal room at the end of the day.

- Use only the air conditioning that you need for rehearsal, and make sure any A/C units are turned off at the end of the day.
- Point out recycling receptacles during initial backstage tours.
- Post strategically placed reminders in dressing rooms, reminding cast members to turn off lights and electronics.

Efforts By Department

Wardrobe:

- Use eco-friendly detergents.
- Wash clothes in cold water.
- Air-dry clothes when possible.
- Reuse old t-shirts as rags.
- Donate all no-longer-used clothing and textiles. The BGA holds two textile drives a year in Times Square (in November and May). There is also a textile bin on the fourth floor of the Actors' Equity Building (165 West 46th Street).

Sound:

- Use rechargeable batteries whenever possible.
- Recycle all used batteries.

Carpentry / Props:

- Use environmentally-sound paints, glues, solvents, etc.
- Properly dispose of hazardous liquids, such as paint, paint thinners, glues, etc.

Hair and Make-up:

- Use environmentally friendly hair and makeup products and collect and recycle all containers.
- Check the ingredient list on all products. We recommend that you look up all products that you plan to use on the EWG Database (ewg.org) that has tested for various chemicals.



Broadway Green Alliance
165 West 46th Street, #1312
New York, New York 10036
646-454-5722 x264
green@broadway.org

Want to get Greener?

The idea is to have the entire theatre community thinking greener. If you know of someone who might be interested in one of the many Green Captain programs please have them contact us at green@Broadway.org.

Together we can continue to grow and expand our green practices and resources to help every theatre everywhere get a bit greener. And, as you likely know, when theatres get greener they often save green (money!) as well. We call that a win-win-win (you-bottom line-planet).

If you have a great idea for how to inspire cast members or crew or you have an item to add to our resources list -- we want to know! We are essentially a volunteer-run organization and always benefit from the input of our members. We would love to have you:

- Help with one of our four yearly collection events.
- Suggest an idea or write an article for our quarterly newsletter, the Green Sheet.
- Volunteer to reach out to other shows, venues, organizations, colleges, etc. to encourage them to join us.
- Research greener alternatives for any aspect of theatre -- from better make-up and an alternative to aerosol hair sprays to greener trash haulers for the venue.
- Work on an aspect of green and theatre that interests you -- we will help.