

USER GUIDE

Outils Creative Green
CANADA



Creative Green Tools
CANADA

Québec  Canada 



Canada Council
for the Arts

Conseil des arts
du Canada

USER GUIDE

This User Guide provides textual and visual information on how to use the Creative Green Tools. We offer free online training to first introduce you to the Tools and get you familiar with the platform. Click [here](#) to register for one of our training sessions.

This document is meant for you to directly access information about the specific footprint you want to create. The table of contents on the next page allows you to directly access the information you are looking for by clicking on the section title itself.

Email us at support@cgtoolscanada.org for any questions or comments.

We hope you enjoy learning about the carbon footprint of your artistic and cultural activities!

The Creative Green Tools team

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GETTING STARTED

Website

The Creative Green Tools (also called the “CG Tools” or simply the “Tools”) can be found via <https://canada.ig-tools.com>.

These carbon calculation tools were created by the UK-based organization Julie’s Bicycle, specifically to serve the arts and culture sector. Canada’s version of the Creative Green Tools has been adapted from the UK format, serves all different artistic and cultural disciplines throughout the country, and is designed to be inclusive of all communities. This guide will go through the fundamentals of using the Tools to their full capacity to capture your carbon journey.

Logging On

New users can complete a new account signup. If you already have an account, log in using your email address and password set when signing up.

If you are having issues signing up or logging in, please email support@cgtoolscanada.org.

Welcome!

Welcome! *The Creative Green Tools* are a free set of unique carbon calculators developed by Julie’s Bicycle specifically for the creative industries. They’re used by over 5,000 organisations across 50 different countries to understand the environmental impacts of cultural buildings, offices, outdoor events, tours and productions.

New User?

Sign up for a new Creative Green Tools account

Sign up

Log in to Creative Green Tools

Email or username

Password

Log in

Keep me logged in

[Forgotten your password?](#)

UNDERSTANDING THE TOOLS

BEFORE YOU GET STARTED, UNDERSTANDING WHAT THE TOOLS ARE AND DO WILL HELP YOU USE THEM IN THE MOST EFFECTIVE WAY.

THE TOOLS ALLOW USERS TO REPORT ON VARIOUS FACTORS AND ASSOCIATED METRICS THAT CAPTURE THE USE OF CARBON DIOXIDE EMISSIONS TO CREATE A CARBON FOOTPRINT.

Buildings refer to your organization's fixed spaces such as offices and venues.

Projects refer to activities that occur during specific periods outside of the organization's year-round activities, including indoor/outdoor events, tours, and individual productions.

Footprints refer to a full year of data associated with the impact of one of your Buildings; or to data associated with the impact of your Project for the duration of the event.

Organizations can create as many Building and Project Footprints on their account as they wish to.

Organizations reporting through the CG Tools will need to create a footprint for each of their respective Buildings and/or Projects covering the relevant reporting period. When you initially sign up to create your Tools account, you can choose to report either in **Calendar** or **Financial** year.

A Calendar year starts on January 1st and ends on December 31st of a specific year. A Financial year, on the other hand, is a period of 12 consecutive months associated with your business income tax report, which generally spreads over two separate years (e.g. 2018/19, 2019/2020 etc).

Sign up

for a new Creative Green Tools account

Organization

The name of your company or organization.

Sector

Reporting year

- Calendar
 Financial

If you are happy for the data you put into the Creative Green Tools and the results generated by the Creative Green Tools to be shared publicly please check this box. We will always check with you before sharing any of your raw data and results.

Your full name

Email

We'll not pass this on to anyone else.

HOME PAGE

USE THE HOME PAGE TO QUICKLY VIEW YOUR ORGANIZATION'S IMPACTS 'AT A GLANCE' FOR THE CURRENT YEAR.

HERE YOU CAN REVIEW YOUR ORGANIZATION'S CURRENT FOOTPRINTS, TRENDS, AND DOCUMENTS.

The screenshot displays the 'Home' page of the Creative Green Tools Canada interface. The top navigation bar is green and includes the logo, the text 'Creative Green Tools CANADA', the word 'Home', and a user profile icon labeled 'CANADA TEST ACCOUNT'. A left-hand navigation menu is highlighted with an orange box, containing 'Home', 'Results', 'Data', and 'Documents'. The main content area is titled '2021-22 at a Glance' and features a 'Total Carbon Footprint' section with a value of 226 tonnes CO₂e. A pie chart breaks down the footprint into six categories: Energy (36.47%), Audience Travel (34.25%), Business Travel (12.00%), Waste (9.47%), Water & Sewage (7.81%), and Fleet Travel (0.02%). To the right, there are two panels: 'Footprints' and 'Documents'. The 'Footprints' panel lists 'Downtown Office', 'Additional Tour (Test)', 'Test Library', and 'Theatre Molière'. The 'Documents' panel lists 'Environmental Action Plan' and 'Environmental Policy'. A top-right dropdown menu is also highlighted with an orange box, showing options for 'Organization Details', 'User details', 'Image background', 'Gradient background', 'Simple Background', and 'Logout'.

Category	Percentage
Energy	36.47%
Audience Travel	34.25%
Business Travel	12.00%
Waste	9.47%
Water & Sewage	7.81%
Fleet Travel	0.02%

- To edit any account information or add a new user, click on 'Organization Details' in the top right-hand corner.
- To edit any user information, click on 'User Details' in the top right-hand corner.
- 3 • Please remember to **save/update** any changes you have made before leaving a page.

HOME PAGE

Trends
tonnes CO₂e compared to previous year

View Trends

Category	Change (tonnes CO ₂ e)
energy	+ 41
waste	- 115
transportation	- 137
water	- 34

Emissions are calculated by applying the conversion factors (e.g. kg CO₂e per kWh of electricity or gas) that correlate with the data reported. This version of the Creative Green Tools uses Canada-specific conversion factors wherever possible. Where no high-quality Canadian data was available, data from the United States or North American industry averages were used. In some cases, where conversion factors were not exclusive to one geographic region (e.g. air travel and freight), international data was used.

Canada Québec Canada Council for the Arts Conseil des arts du Canada

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App Store

At the bottom of the page, you can change the language by clicking on English (Canada) or French (Canada) and selecting the other language.

RESULTS

Summary

Compare

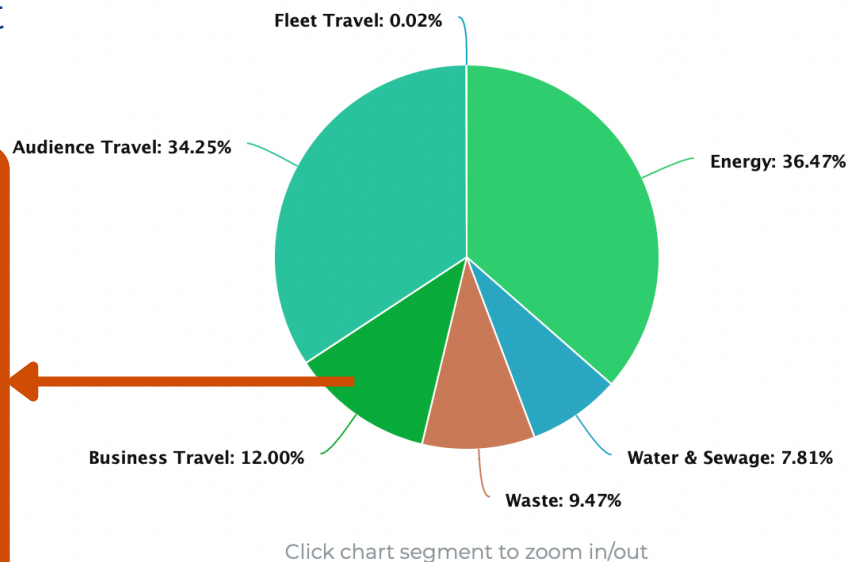
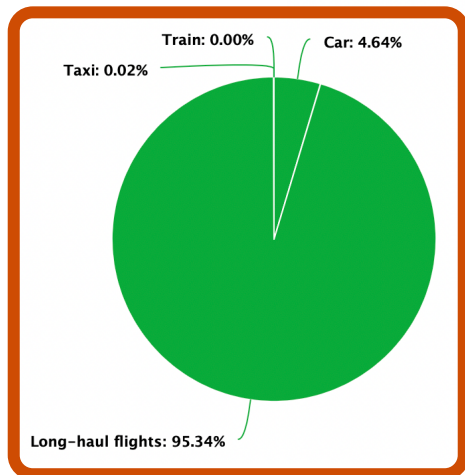
Detail

Benchmarks

View by Emission Source

View by Footprint

Click on any segment for further analysis



Click chart segment to zoom in/out

YEAR

2021-22

Download results as CSV

Download results as PDF

View in full screen

Print chart

Download as PNG

Download JPEG image

Download PDF document

Download SVG vector image

- Viewing your results by emission source demonstrates the influence of each sector (ie. Energy, Waste, Water, Travel, etc) on the total emissions of all the footprints from a specific year. Alternatively, viewing it by footprint allows you to compare individual footprints to each other.
- You can download your results as a CSV or PDF document, or download the charts of your results as PNG, JPEG, PDF or SVG.
- Note that by clicking on any impact/chart segment of your pie chart, you can further analyze the ratio that each sub segment plays in the total emissions of that single impact.

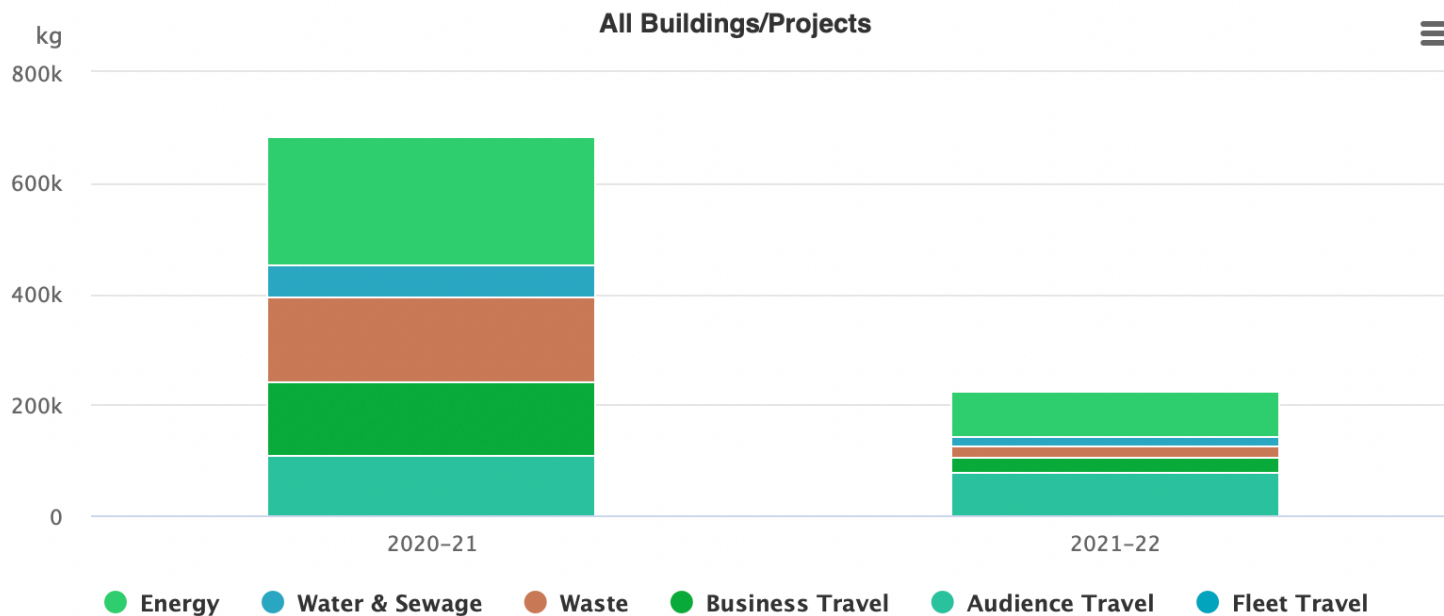
RESULTS

Summary

Compare

Detail

Benchmarks



COMPARISON SINCE

2020-21

BUILDING/PROJECT

All Buildings/Projects

SHOW RESULTS:

Total values

Download results as CSV

Download results as PDF

COMPARISON SINCE

2020-21

BUILDING/PROJECT

Theatre Molière

SHOW RESULTS:

- ✓ Total values
- per Seat per performance
- per Seat
- per m2
- per Visitor
- per Employee
- per Performance

On the *Compare* tab, you can view a comparison of the emissions associated with one or all of your footprints on a yearly basis.

When you select one specific footprint (e.g. Theatre Molière) to compare over the years, you can show results from specific references such as per visitor, per employee, per m², etc.

RESULTS

Summary

Compare

Detail

Benchmarks

Data for Downtown Office - 2021/22

ENERGY	UNIT	EMISSIONS
Bottled Gas (litres)	0 litres	0 kg CO ₂ e
Gas	1,056 kWh	191 kg CO ₂ e
Oil	0 litres	0 kg CO ₂ e
Onsite Renewables	0 kWh	0 kg CO ₂ e
Electricity	590,000 kWh	46,610 kg CO ₂ e
Wood fuel		0 kg CO ₂ e
Total		47 tonnes CO ₂ e

WATER & SEWAGE	UNIT	EMISSIONS
Sewage	3,400 m ³	5,286 kg CO ₂ e
Water	3,400 m ³	5,618 kg CO ₂ e
Total	6,800 m ³	11 tonnes CO ₂ e


WASTE	UNIT	EMISSIONS
Composting	0 tonnes	0 kg CO ₂ e


BUILDING/PROJECT

Downtown Office

YEAR

2021-22

 Download results as CSV

 Download entry data as CSV

Each Canadian province has a different fuel mix depending on where they source their electricity, and this fuel mix changes regularly. Emissions are calculated by applying the carbon emissions per kWh based on the current fuel mix of your province to the kWh of electricity used by your organization for the year in question.

On the *Detail* tab, you can generate a detailed breakdown of the emission sources associated with one of your footprints.

RESULTS

Summary

Compare

Detail

Benchmarks

Since the Tools has only been recently adapted to the Canadian context, benchmarks are not yet available. Once enough data will be collected, you will be able to assess your organization's environmental performance against comparable organizations in your industry.

Benchmarks will be used to inspire organizations to optimize their environmental performance and provide insights regarding which emission sources could be optimized.

DATA

Add Data

1

EDIT AN INCOMPLETE FOOTPRINT

If you have unsubmitted footprints they will appear here offering the options to delete and edit.

Edit an incomplete footprint

2021/22 - Additional Tour (Test)	Edit Delete
2020/21 - Production	Edit Delete
2020/21 - Spring Festival	Edit Delete

Create new footprint for an existing building or project

Buildings

Select Building 2021-22 [Create](#)

Projects

Select Project 2021-22 [Create](#)

Create new building or project

[+ New Building](#) [+ New Project](#)

2

CREATE A NEW FOOTPRINT FOR AN EXISTING BUILDING OR PROJECT

If you have already created a footprint for a specific building or project in a previous year and you would like to add a new year of data for this same entity, you can select the building or project and the year for which you would like to submit data.

Creating a new footprint from an existing one allows you to compare emissions of that same building/project through the years.

3

CREATE A NEW BUILDING OR PROJECT





If you have a new building or project that has never had a carbon footprint created for it, use this option to first create the building / project before attempting to create the footprint.

DATA

Footprints

The *Footprints* tab allows you to access all the footprints created (submitted or incomplete) by your organization's account. On this page, you can edit, delete and access the results of each footprint created.

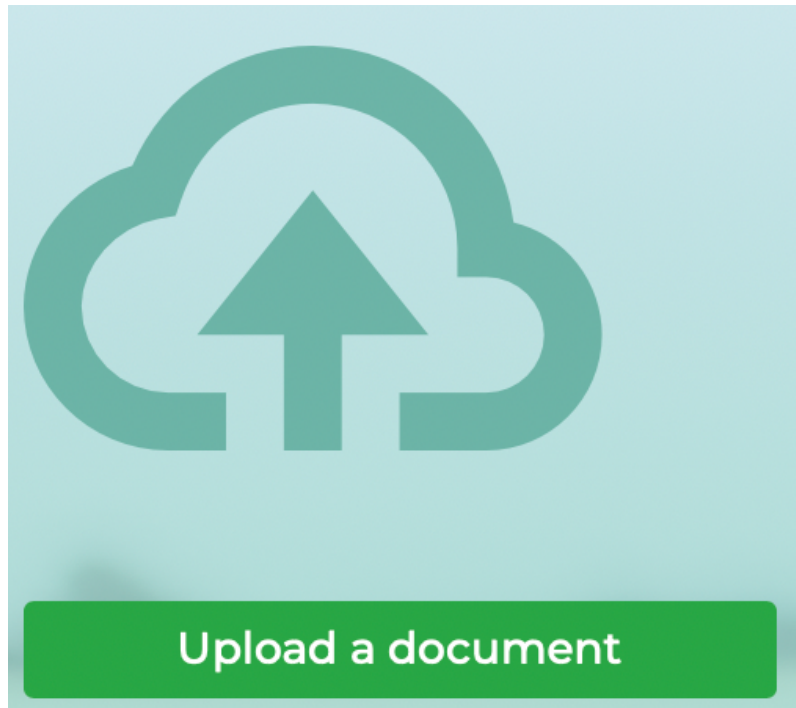
The footprints are filtered by footprint type (Buildings vs Projects) and year.

Buildings		Projects		Year	
Theatre Molière					
 					
NAME	YEAR	CARBON	STATUS	DATE	ACTIONS
Theatre Building	2020/21	212.47 t CO2e	Submitted	04/2020 - 03/2021	Results Edit Delete
Theatre New Building	2021/22	48.55 t CO2e	Submitted	04/2021 - 03/2022	Results Edit Delete
Downtown Office					
 					
NAME	YEAR	CARBON	STATUS	DATE	ACTIONS
	2021/22	86.16 t CO2e	Submitted	04/2021 - 03/2022	Results Edit Delete

DOCUMENTS

THIS SECTION ALLOWS YOU TO UPLOAD DOCUMENTS RELATING TO TWO CATEGORIES: ENVIRONMENTAL POLICY AND ENVIRONMENTAL ACTION PLAN.

THIS SECTION IS CURRENTLY OPTIONAL, BUT MAY BE REQUIRED BY SOME FUNDERS IN THE FUTURE!



Recommended Documents



Environmental Policy

This document type has not been uploaded.

[Upload now](#)



Environmental Action Plan

This document type has not been uploaded.

[Upload now](#)

BUILDING VS PROJECT FOOTPRINTS

+ New Building

If you want to add data related to the operations of an office or a venue/cultural building, then click on “+ *New Building*” to start your footprint.

+ New Project

If you want to add data related to the operations of an outdoor or indoor event, a production or a tour, then click on “+ *New Project*” to start your footprint.

Please note that the information needed when reporting on any projects - particularly on productions and tours - are different than for buildings and cultural venues.

Office

General Energy use Water Waste Business Travel Fleet Travel

Venue/Cultural Building

General Energy use Water Waste Audience Travel Business Travel Fleet Travel

Indoor Event

General Energy use Water Waste Audience Travel Business Travel Fleet Travel

Outdoor Event

General Energy use Water Waste Audience Travel

Tour

General Performances Accommodation Personnel Travel Production

Production

General Set design and management Lighting, sound and effects

OFFICE FOOTPRINT

+ New Building

IMPORTANT: DO NOT ADD COMMAS OR SPACES WHEN ENTERING WHOLE NUMBERS INTO THE TOOLS. The commas will be read as decimals, and if there are spaces, everything after the space will disappear. For example, if you want to enter the number one hundred thousand five hundred, please write 100500. 100,500 will change to 100.5 and 100 500 will change to 100.

Where to obtain the data needed for this footprint?

- Energy Use - electricity bill, natural gas bill, and other corresponding metering bills
- Water - water bill, sewerage bill
- Waste - waste contractor, [waste tracker](#)
- Business Travel - expense records
- Fleet Travel - expense records

Once created, you will be directed to the data entry platform. The first tab is general information to personalize the profile of your office and to add a contact person for your organization.

At the bottom of each tab, you can save your changes and move to the next or previous tab by clicking on the corresponding arrow.

Save and update results

OFFICE FOOTPRINT

What information do you need to collect?

General

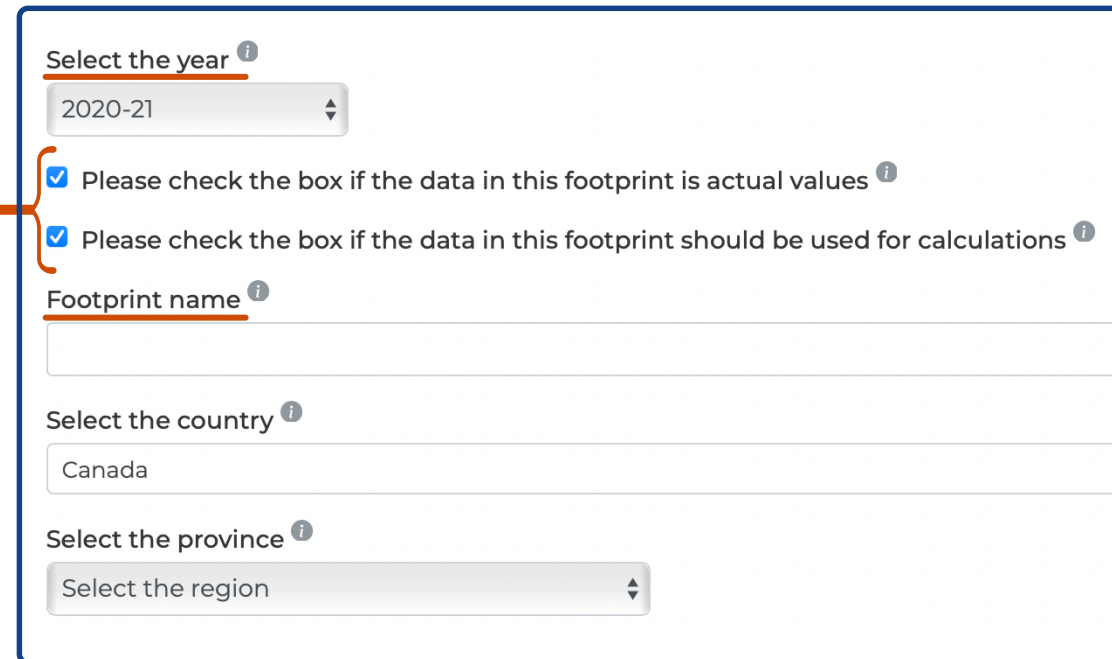
Select the year:

Select the year during which you want to calculate the carbon footprint of your office's activities. The footprint captures a full year of data and therefore analyzes data for the use of the building throughout the entire year.

- ✓ You can also create test versions of your footprint to run different emission scenarios. In this case, make sure to leave the first box **unchecked**.
- ✓ Please remember to check the second box if you are submitting data to be used for the carbon footprint calculations. If the box is not checked, the data will not be analyzed in the *Results* section.

Footprint name:

Optional, but recommended if you use two or more versions of the same activity, or annual footprints for the same building.



The screenshot shows a form titled "Office Footprint" with the following fields and options:

- Select the year** (dropdown menu): 2020-21
- Please check the box if the data in this footprint is actual values
- Please check the box if the data in this footprint should be used for calculations
- Footprint name** (text input field):
- Select the country** (dropdown menu): Canada
- Select the province** (dropdown menu): Select the region

An orange arrow points from the second checkbox to the text "make sure to leave the first box unchecked" in the text above.

OFFICE FOOTPRINT

What information do you need to collect?

General

Office Space Size:

Enter the floor area in ft² or m².

Remember to check the box if the data has been apportioned to floor area, i.e., if you rent a space in a larger building and don't receive utility bills for the space that you occupy, so you have to calculate your utilities usage based on your floor area. To do this, you can ask your office manager or landlord for the utilities usage and floor area for the whole building and then estimate your utilities usage based on the size of your office. An example of this type of calculation is provided on the next page of this guide.

Employees: Only include full-time equivalent employees (including volunteers and freelance staff).

Naturally Ventilated Cellular -

This is a naturally ventilated office space with internal walls rather than open plan

Office building description ⁱ
Naturally Ventilated Cellular

Office space size ⁱ
[] ft²

Please check the box if data has been apportioned to floor area

Employees ⁱ
[] people

Select contact ^v
Select contact person...

Contact email
[]

Contact name
[]

Contact number
[]

Job title
[]

OFFICE FOOTPRINT

What information do you need to collect?

Energy Use

Data for each type of energy source is best found in its corresponding bill. If you do not receive an electricity or gas bill, ask your landlord for the general building electricity/gas bill. As mentioned in the *Office Space Size* section, you can prorate the total energy use to the size of your office space.

For example, let's take the case where your office's surface area is 1/10 of the building's total surface area. You request the total electricity use for the building (e.g. 200,000 kWh) from the general building bill. You can therefore apportion the building utility to the size of your office and estimate that your office electricity use is 1/10 of your total building use, that is, 20,000 kWh. **Please note that you must enter total annual energy use for each category.**

Remember to select the appropriate unit for natural gas (kWh, m³, or GJ). If the landlord can't or won't supply bills information, leave the box blank.

If you cannot report on energy data, you can leave a note in the notes box.

Use defaults for electricity and gas? ⓘ
Grid electricity use ⓘ
 kWh
Natural gas use (utility-provided) ⓘ
 kWh ▾
Wood fuel
 kg
Propane
 litres
Onsite renewable energy ⓘ
 kWh
Light fuel oil ⓘ
 litres

If you do not have the correct /accurate figures to enter, you have the possibility to select the 'Use defaults' option which enables the Tools to calculate your emissions using a combination of default energy data supplied to the Tools and your office floor area.

Green Energy Supplier

Please write if your organization purchases power from a green energy supplier. If so, please give details about the green energy provider you use in the notes box.

OFFICE FOOTPRINT

What information do you need to collect?

Water

Water use in m³ can be found on your water bills. If it is in litres, divide by 1000.

Sewerage or wastewater in m³ can be found on your water or sewerage bills. If you can't find sewerage data, then assume it's the same as your water use.

For Quebec-based organizations, water metering is much less common than in other provinces. Montreal, specifically, has almost finished installing water meters in all of its industrial, commercial and institutional buildings, but organizations still do not receive water bills. Users may contact the municipal water services division (mesureau@ville.montreal.qc.ca) to obtain water meter readings, but only property owners who are listed in the city's database have permission to access this data.

***Please note that you must enter total annual water use in each line item.**

Water use i

m³

Wastewater i

m³

OFFICE FOOTPRINT

What information do you need to collect?

Waste

The tonnage of waste can be found on the bills from your waste contractor, if you have one.

If not, please estimate the number of waste bags sent to landfill per week; the number of monthly wheeled bin collections, or the number of dumpsters filled. Make sure you select the appropriate volume for the wheeled bins or dumpsters used.

You can add multiple waste items by clicking on the + button at the right of each waste type. You must enter the waste generated throughout the entire year.

Waste to landfill ⓘ			
Description	Waste	Unit	
<input type="text"/>	<input type="text"/>	Tonnes	<input type="button" value="+"/>
Waste to recycling ⓘ			
Description	Waste	Unit	
<input type="text"/>	<input type="text"/>	Tonnes	<input type="button" value="+"/>
Compostable materials ⓘ			
Description	Waste	Unit	
<input type="text"/>	<input type="text"/>	Tonnes	<input type="button" value="+"/>

A [waste tracker](#) is available to download to help you track the amount of bags, bins, and dumpsters used throughout the year.

OFFICE FOOTPRINT

IN THIS SECTION, ENTER ALL THE INFORMATION FROM STAFF BUSINESS TRAVEL WITH VEHICLES THAT ARE NOT OWNED OR CONTROLLED BY YOUR ORGANIZATION FOR THE ENTIRE YEAR.

What information do you need to collect? YOUR EMPLOYEE'S COMMUTING DATA CAN ALSO BE ADDED.

Business Travel

WALKING & CYCLING

Enter a description of the journey, the amount of employees traveling, and the total distance travelled by each employee. Select the appropriate unit (km or miles) for the distance travelled.

You can add multiple travel items by clicking on the + button at the right of each mode of transportation.

Journey description	No. of people	Distance travelled per person	Kilometres	+
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MOTORIZED VEHICLES: CAR, MOTORBIKE, TAXI, PRIVATE CAR HIRE, PICKUP TRUCK, MINIVAN, VAN/MINIBUS, SPORTS UTILITY VEHICLES (SUV)

Enter a description of the journey, the vehicle type, and the distance travelled (you have the option to enter the amount of total fuel used or total electricity used, instead).

Journey description	Vehicle type	Measured by	Amount	Kilometres	+
<input type="text"/>	Gasoline	Distance travelled	<input type="text"/>	<input type="text"/>	<input type="text"/>

OFFICE FOOTPRINT

What information do you need to collect?

Business Travel

BUS/COACH, TRAIN & FERRY

Enter the journey description, vehicle type, and distance travelled by each person.

FLIGHT

You can enter air travels by clicking on the **Add flight** button at the bottom of the page.

You will have the choice to either manually enter the distance traveled by plane or to automatically do so by selecting the cities of departure and arrival. You will also have to enter the number of passengers traveling 'Economy', 'Economy Plus', 'Business', and 'First Class'.

Bus/coach ⁱ

Journey description	Vehicle type	Measured by	Amount	No. of people	
<input type="text"/>	Dedicated coach ▾	Distance travelled ▾	Kilometres ▾	<input type="text"/>	+

Train ⁱ

Journey description	Vehicle type	No. of people	Distance travelled	
<input type="text"/>	Metro (Montreal) ▾	<input type="text"/>	Kilometres ▾	+

Ferry ⁱ

Journey description	No. of people	Distance travelled	
<input type="text"/>	<input type="text"/>	Kilometres ▾	+

Flights

Flights

Enter flight miles manually or automatically

Automatic

From city

Select a city

To city

Select a city

Return journey

Flight description

No. of passengers travelling 'Economy'

No. of passengers travelling 'Economy Plus'

No. of passengers travelling 'Business'

No. of passengers travelling 'First Class'

Add flight

OFFICE FOOTPRINT

IN THIS SECTION, ENTER TRAVEL DATA ONLY FOR VEHICLES OWNED OR CONTROLLED BY YOUR ORGANIZATION FOR THE ENTIRE YEAR.

What information do you need to collect?

Fleet Travel

CAR, MOTORCYCLE, PICKUP TRUCK, MINIVAN, VAN/MINIBUS & SUV

Select the vehicle type and the distance travelled - you also have the option to enter the amount of total fuel used or total electricity used, instead. You can add multiple travel items by clicking on the + button at the right of each mode of transportation.

Enter all the fleet travel information as **total employee travel** in each travel type, if possible.

You can add multiple travel items by clicking on the + button at the right of each mode of transportation.

Vehicle type	Measured by	Amount	
Gasoline	Distance travelled		Kilometres

The form is a single row with four main sections. The first section is a dropdown menu labeled 'Vehicle type' with 'Gasoline' selected. The second section is a dropdown menu labeled 'Measured by' with 'Distance travelled' selected. The third section is an input field for 'Amount' which is currently empty. The fourth section is a dropdown menu labeled 'Kilometres'. To the right of the 'Amount' field is a blue plus sign icon inside a square box.

OFFICE FOOTPRINT

THIS SECTION CONSISTS OF A QUALITATIVE SURVEY. IT IS A CHANCE FOR ORGANIZATIONS TO PROVIDE MORE CONTEXT AND NARRATIVE AROUND THEIR ENVIRONMENTAL ACTIONS.

Beyond Carbon

There are 4 sections made up of multiple choice and short answer questions:

- Everyday good practice
- Governance and leadership
- Creative programs and engagement
- Benefits from environmental action

This section aims to illustrate any environmental initiatives that go beyond numbers. You can showcase your practices, as well as your commitments and the benefits that result from them. It can also act as an awareness tool and give you ideas for future initiative.

We encourage organizations to complete the survey to help provide further insight into the work going on in the sector and to highlight their best practices for themselves and others. Please note that this list is not exhaustive, nor will all questions apply to all users. We have taken steps towards being as inclusive as possible of different knowledge systems, but please use the comment boxes to provide us with additional information or feedback, as you see fit.

OFFICE FOOTPRINT

Submit

When you have completed all sections click on the *Submit* tab.

There are 3 actions available: Submit Footprint, Come Back Later or View Results.

- You must click on *Submit Footprint* for any data to be logged officially.
- Click on *Save + Continue Later* allows users to review their data if there are missing values.
- Click on *View results* to review submission analysis.

VENUE/CULTURAL BUILDING FOOTPRINT

+ New Building

IMPORTANT: DO NOT ADD COMMAS OR SPACES WHEN ENTERING WHOLE NUMBERS INTO THE TOOLS. The commas will be read as decimals, and if there are spaces, everything after the space will disappear. For example, if you want to enter the number one hundred thousand five hundred, please write 100500. 100,500 will change to 100.5 and 100 500 will change to 100.

Where to obtain the data needed for this footprint?

- Energy Use - electricity bill, natural gas bill, or other corresponding metering bill
- Water - water bill, sewerage bill
- Waste - waste contractor, [waste tracker](#)
- Audience travel - [audience travel survey](#)
- Business Travel - expense records
- Fleet Travel - expense records

Once created, you will be directed to the data entry platform. The first tab is general information to personalize the profile of your building and to add a contact person for your organization.

At the bottom of each tab, you can save your changes and move to the next or previous tab by clicking on the corresponding arrow.

Save and update results

VENUE/CULTURAL BUILDING FOOTPRINT

What information do you need to collect?

General

Select the year:

Select the year during which you want to calculate the carbon footprint of your venue's activities. The footprint captures a full year of data and therefore analyzes data for the use of the building throughout the entire year.

- You can also create test versions of your footprint to run different emission scenarios. In this case, make sure to leave the first box unchecked.
- Please remember to check the second box if you are submitting data to be used for the carbon footprint calculations. If the box is not checked, the data will not be analyzed in the *Results* section.

Footprint name:

Optional, but recommended if you use two or more versions of the same activity, or annual footprints for the same building.

Select the year ⁱ

2020-21

Please check the box if the data in this footprint is actual values ⁱ

Please check the box if the data in this footprint should be used for calculations ⁱ

Footprint name ⁱ

Select the country ⁱ

Canada

Select the province ⁱ

Select the region

VENUE/CULTURAL BUILDING FOOTPRINT

What information do you need to collect?

General

Remember to check the box if the data has been apportioned to floor area, i.e., if you rent a space in a larger building and don't receive utility bills for the space that you occupy, so you have to calculate your utilities usage based on your floor area. To do this, you can ask your building manager or landlord for the utilities usage and floor area for the whole building and then estimate your utilities usage based on the relative size of your space.

For instance, if your venue's surface area is one tenth that of your building, you can divide the total energy use of your building by 10 in order to estimate the energy consumption of your space. If you use such a technique to estimate data for your venue's consumption, then check the box.

Venue/Cultural Building type ⁱ

Select a category

Venue/Cultural Building floor area ⁱ

ft2

Please check the box if data has been apportioned to floor area

Venue/Cultural Building age

Pre-1900

Venue/Cultural Building ownership

Owned

Please check the box if this building is a Heritage Building

Total known attendance ⁱ

10000 tickets/visitors

Number of Spaces ⁱ

1 spaces

Name of space	Capacity	Events/Performances

VENUE/CULTURAL BUILDING FOOTPRINT

IN THIS SECTION, YOU CAN DISPLAY WHICH MODE OF TRANSPORTATION WAS USED BY THE AUDIENCE TO TRAVEL TO THE VENUE/CULTURAL BUILDING.

REMEMBER TO CHECK THE UNITS OF YOUR DATA. E.G. DISTANCE TRAVELLED IS MEASURED IN BOTH KILOMETERS AND MILES.

What information do you need to collect?

Audience Travel

You must enter the percentage of your audience using each mode of transportation and the average return distance traveled with each mode of transportation.

Note that the sum of all the percentages can be above 100% if part of the audience is using more than one mode of transportation to access the building. If you only enter the main mode of transportation used by the audience to travel to your destination, please mention it in the *Notes* section.

If you want **default data** to be applied, then check this box and don't fill in any of the fields below. Please note that the default values may not create accurate estimates for all locations. For example, we don't have default data specifically for rural and remote locations at this time. Collecting more data will help us to make better estimates in the future!

Use defaults? ?

Walking

% of audience walking

Average return distance

Kilometres ⌵

Cycling

% of audience cycling

Average return distance

Kilometres ⌵

Dedicated coach ?

% of audience travelling by dedicated coach

Average return distance

Kilometres ⌵

Car travel

% of audience travelling by car or motorbike

Average return distance

Kilometres ⌵

Average car occupancy

Bus (urban)

% of audience travelling by bus

Average return distance

Kilometres ⌵

VENUE/CULTURAL BUILDING FOOTPRINT

What information do you need to collect?

IN THIS SECTION, YOU CAN DISPLAY WHICH MODE OF TRANSPORTATION WAS USED BY THE AUDIENCE TO TRAVEL TO THE VENUE/CULTURAL BUILDING.

[HERE YOU CAN ACCESS A DOCUMENT PROVIDING GUIDANCE ON HOW TO COLLECT INFORMATION FOR THIS SECTION.](#)

Audience Travel

A short-haul flight is under 1.5 hours one way
e.g. Toronto to Montreal, London to Paris, or New York to Boston.



Short-haul flights ⁱ

% of audience travelling by

A medium-haul flight is about 1.5 - 5 hours one way
e.g. London to Rome, or New York to Montreal
(up to 3700 km one-way distance).



Medium-haul flights ⁱ

% of audience travelling by

A long-haul flight is over 5 hours one way, e.g. Tokyo
or New York to San Francisco
(greater than 3700 km one-way distance).



Long-haul flights ⁱ

% of audience travelling by

VENUE/CULTURAL BUILDING FOOTPRINT

What information do you need to collect?

Click on the name of the section to obtain additional information

[Energy Use](#)

[Water](#)

[Waste](#)

[Business Travel](#)

[Fleet Travel](#)

[Beyond Carbon](#)

[Submit](#)

INDOOR EVENT FOOTPRINT

+ New Project

IMPORTANT: DO NOT ADD COMMAS OR SPACES WHEN ENTERING WHOLE NUMBERS INTO THE TOOLS. The commas will be read as decimals, and if there are spaces, everything after the space will disappear. For example, if you want to enter the number one hundred thousand five hundred, please write 100500. 100,500 will change to 100.5 and 100 500 will change to 100.

Where to obtain the data needed for this footprint?

- **Energy Use** - meter readings requested from the electricity/gas bill payer, generator readings requested to your contractor
- **Water** - water bill, sewerage bill
- **Waste** - waste contractor, [waste tracker](#)
- **Audience Travel** - [audience travel survey](#)
- **Business Travel** - expense records
- **Fleet Travel** - expense records

Once created, you will be directed to the data entry platform. The first tab is general information to personalize the profile of your indoor event and to add a contact person for your organization.

At the bottom of each tab, you can save your changes and move to the next or previous tab by clicking on the corresponding arrow.

Save and update results

INDOOR EVENT FOOTPRINT

What information do you need to collect?

General

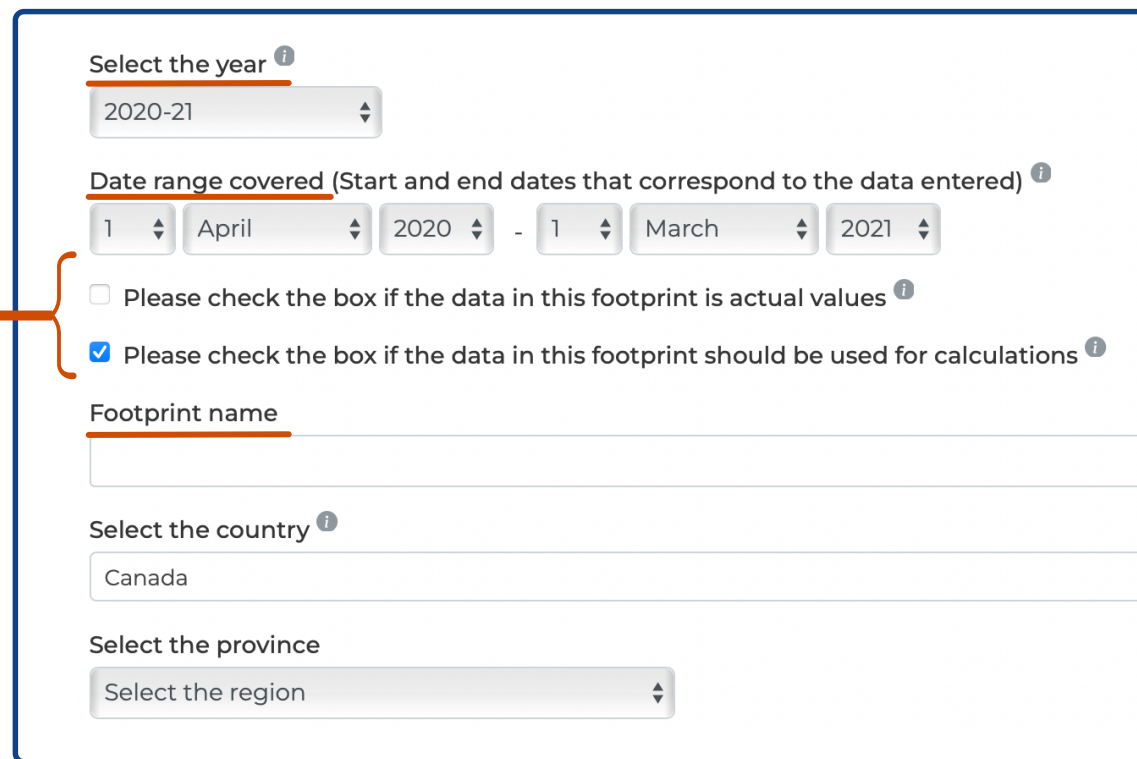
- **Select the year:** Select the year during which your indoor event occurred.
- **Date Range:** Project footprints only capture impacts within a specified date range. Select the start and end dates of your indoor event.

You can also create test versions of your footprint to run different emission scenarios. In this case, make sure to leave the first box unchecked.

Please remember to check the second box if you are submitting data to be used for the carbon footprint calculations. If the box is not checked, the data will not be analyzed in the *Results* section.

Footprint name:

Optional, but recommended if you use two or more versions of the same activity.



The screenshot shows a form for creating an indoor event footprint. It includes the following fields and options:

- Select the year:** A dropdown menu with "2020-21" selected.
- Date range covered (Start and end dates that correspond to the data entered):** A series of dropdown menus for day, month, and year. The values are "1", "April", "2020", "1", "March", and "2021".
- Please check the box if the data in this footprint is actual values
- Please check the box if the data in this footprint should be used for calculations
- Footprint name:** A text input field.
- Select the country:** A dropdown menu with "Canada" selected.
- Select the province:** A dropdown menu with "Select the region" selected.

An orange arrow points from the text in the second bullet point to the second checkbox in the form.

INDOOR EVENT FOOTPRINT

What information do you need to collect?

Energy Use

With this type of project, energy use can be differentiated between the energy used while you are loading into a site (i.e. when you are setting up and getting ready for the event); the energy used during the event itself; and the energy used while you are tearing down or loading out.

However, if you don't have data relating to each period of the event, then simply add data to the 'Event itself' column.

Green Energy Supplier

Please indicate whether or not your organization purchases power from a green energy supplier in the dropdown menu. If yes, give details about the green energy provider you use in the notes box.

Load in	Event itself	Load out	
Grid electricity use ⁱ	100000		kWh
Natural gas use (utility-provided) ⁱ			kWh
Wood fuel			kg
Propane ⁱ			litres
Diesel ⁱ			litres
Biodiesel ⁱ			litres
Onsite renewable energy ⁱ			kWh
Light fuel oil ⁱ			litres

INDOOR EVENT FOOTPRINT

What information do you need to collect?

Water

Water use in m^3 can be found on your water bills. If it is in liters, divide by 1000.

Sewerage or wastewater in m^3 can be found on your water or sewerage bills. If you can't find sewerage data, then assume it's the same as your water use.

If you don't have data relating to each period of the event then please add to the 'Event itself' column.

For Quebec-based organizations, water metering is much less common than in other provinces. Montreal, specifically, has almost finished installing water meters in all of its industrial, commercial and institutional buildings, but organizations still do not receive water bills. Users may contact the municipal water services division (mesureau@ville.montreal.qc.ca) to obtain water meter readings, but only property owners who are listed in the city's database have permission to access this data.

Load in	Event itself	Load out	
Water use ⁱ			m^3
Wastewater ⁱ			m^3

INDOOR EVENT FOOTPRINT

What information do you need to collect?

Click on the name of the section to obtain additional information

Waste
Audience Travel
Business Travel
Fleet Travel
Beyond Carbon
Submit

Please note that data for this footprint should only cover the duration of the event.

OUTDOOR EVENT FOOTPRINT

+ New Project

IMPORTANT: DO NOT ADD COMMAS OR SPACES WHEN ENTERING WHOLE NUMBERS INTO THE TOOLS. The commas will be read as decimals, and if there are spaces, everything after the space will disappear. For example, if you want to enter the number one hundred thousand five hundred, please write 100500. 100,500 will change to 100.5 and 100 500 will change to 100.

Where to obtain the data needed for this footprint?

- **Energy Use** - meter readings requested from the electricity/gas bill payer, generator readings requested to your contractor
- **Water** - water bill, sewerage bill
- **Waste** - waste contractor or waste audits at the event if the waste contractor cannot split between landfill, recycled or compostable waste
- **Audience Travel** - [audience travel survey](#)

Once created, you will be directed to the data entry platform. The first tab is general information to personalize the profile of your outdoor event and to add a contact person for your organization.

At the bottom of each tab, you can save your changes and move to the next or previous tab by clicking on the corresponding arrow.

Save and update results

OUTDOOR EVENT FOOTPRINT

What information do you need to collect?

General

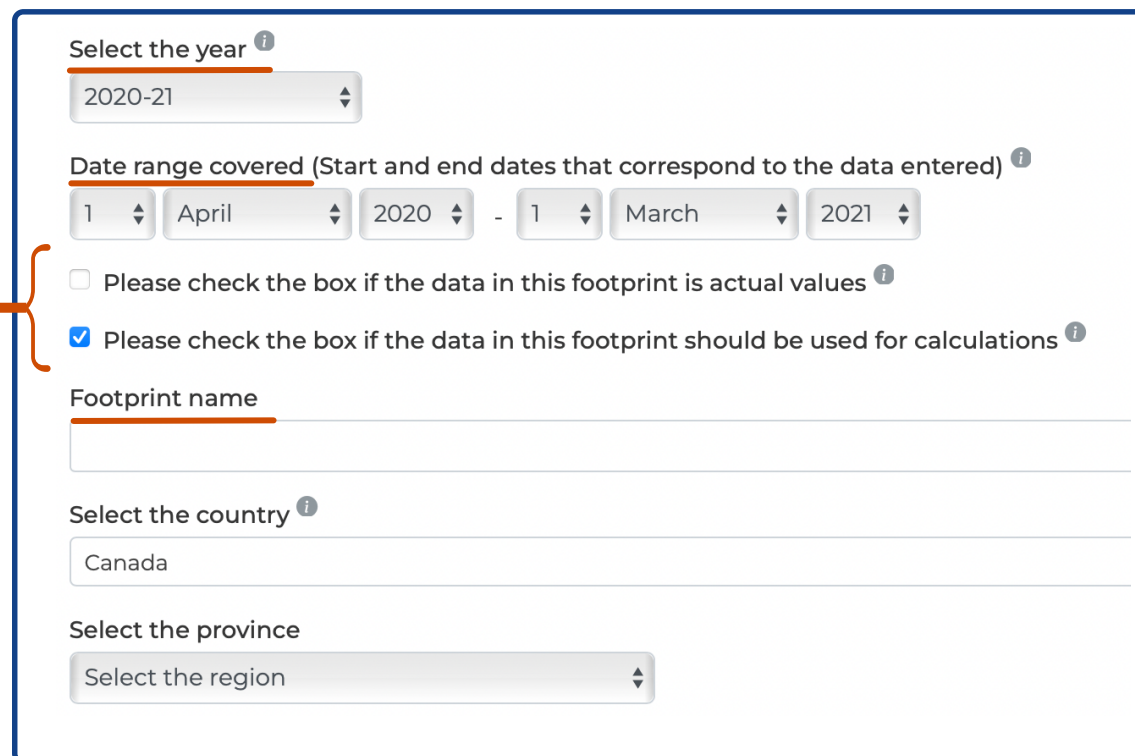
- **Select the year:** Select the year during which your festival or outdoor event occurred.
- **Date Range:** Project footprints only capture impacts within a specified date range. Select the start and end dates of your festival/outdoor event.

You can also create test versions of your footprint to run different emission scenarios. In this case, make sure to leave the first box unchecked.

Please remember to check the second box if you are submitting data to be used for the carbon footprint calculations. If the box is not checked, the data will not be analyzed in the *Results* section.

Footprint name:

Optional, but recommended if you use two or more versions of the same activity.



Select the year ⁱ
2020-21

Date range covered (Start and end dates that correspond to the data entered) ⁱ
1 April 2020 - 1 March 2021

Please check the box if the data in this footprint is actual values ⁱ

Please check the box if the data in this footprint should be used for calculations ⁱ

Footprint name

Select the country ⁱ
Canada

Select the province
Select the region

OUTDOOR EVENT FOOTPRINT

What information do you need to collect?

General

Event Type	Walking distance from the site to a public transport stop
Urban	Less than 1 km
Peri-Urban	1-2 km
Greenfield	More than 2 km

Location - Select the adequate location type (urban, peri-urban, or greenfield) in the drop-down menu.

This is walking distance rather than crow flies. To be counted as a public transport spot, there must be at least two services an hour that call at an urban center or major public transport node, and the services must continue during the hours needed to access the event.

OUTDOOR EVENT FOOTPRINT

What information do you need to collect?

General

Size - Select the adequate size in the drop-down menu.

Event Size	Capacity
Small	Less than 5,000 tickets/visitors
Medium	Between 5,001 and 20,000 tickets/visitors
Large	Between 20,001 and 60,000 tickets/visitors
Major	More than 60,000 tickets/visitors

OUTDOOR EVENT FOOTPRINT

What information do you need to collect?

Energy Use

Grid Electricity use - If using power at a venue or plugging into the electrical grid in an outdoor facility, ask for the meter readings before and after the event. Ensure you let the electricity bill payer know before the event that you want these readings taken. This may include concession energy use.

Natural Gas use - If using natural gas in an outdoor facility, ask for the meter readings before and after the event. Ensure you let the gas bill payer know before the event that you want these readings taken. This may include concession energy use.

Wood Fuel - If wood fuel is used in preparation for or during the festival or outdoor event, please enter the quantity used in kg.

Propane - If the event energy infrastructure uses bottled gas (usually butane or propane), provide the volume of gas bottles used. Include concessions.

Diesel - Enter the amount of diesel used in diesel powered generators, excluding concessions. This can be found on the bills from your contractor. Make sure you let them know before the event commences that you will be asking for this information.

Concession diesel use - Enter the volume of diesel used for concessions, if known.

Biodiesel - Enter the amount of biodiesel used in generators, excluding concessions. This can be found on the bills from your contractor. Make sure you let them know before the event commences that you will be asking for this information.

Concession biodiesel use - Enter the volume of biodiesel used for concessions, if known.

Onsite renewable energy - If you have any renewable energy sources at your event - such as wind turbines or photovoltaic panels - provide the kWh of energy produced. Ask your renewable energy supplier for the total kWh supplied, including batteries pre-charged with solar power. Exclude any renewable energy sources brought by concessions.

Green Energy Supplier
Please indicate whether or not your organization purchases power from a green energy supplier in the dropdown menu. If yes, give details about the green energy provider you use in the notes box.

OUTDOOR EVENT FOOTPRINT

What information do you need to collect?

Waste Tab

The weight of each type of waste will be provided by your waste contractor.

Make sure they have a contractual requirement to report waste tonnage. Ask them how they will be assessing weights. If it is impossible for the contractor to work out the split between landfill, recycled and compostable waste, then audit waste at the event.

A [waste tracker](#) is available to download to help you track.

Waste to landfill ⓘ		
Description	Waste	Unit
<input type="text"/>	<input type="text"/>	Tonnes <input type="text"/>
Waste to recycling ⓘ		
Description	Waste	Unit
<input type="text"/>	<input type="text"/>	Tonnes <input type="text"/>
Compostable materials ⓘ		
Description	Waste	Unit
<input type="text"/>	<input type="text"/>	Tonnes <input type="text"/>

You can add multiple waste items by clicking on the + button at the right of each waste type.

OUTDOOR EVENT FOOTPRINT

What information do you need to collect?

Click on the name of the section to obtain additional information

[Water](#)
[Audience Travel](#)
[Beyond Carbon](#)
[Submit](#)


Please note that data for this footprint should only cover the duration of the event.

TOUR FOOTPRINT

+ New Project

IMPORTANT: DO NOT ADD COMMAS OR SPACES WHEN ENTERING WHOLE NUMBERS INTO THE TOOLS. The commas will be read as decimals, and if there are spaces, everything after the space will disappear. For example, if you want to enter the number one hundred thousand five hundred, please write 100500. 100,500 will change to 100.5 and 100 500 will change to 100.

Once created, you will be directed to the data entry platform. The first tab is general information to personalize the profile of your tour and to add a contact person for your organization. You can also create test footprints just to validate which options emit less greenhouse gas emissions.

Depending on the type of sector you select for your tour, the tabs may vary. Ensure you check space capacities and item definitions described in the information icons  .

At the bottom of each tab, you can save your changes and move to the next or previous tab by clicking on the corresponding arrow.

Save and update results

TOUR FOOTPRINT

What information do you need to collect?

General

- **Select the year:** Select the year during which your tour occurred.
- **Date Range:** Project footprints only capture impacts within a specified date range. Select the start and end dates of your tour.

You can also create test versions of your footprint to run different emission scenarios. In this case, make sure to leave the first box unchecked.

Please remember to check the second box if you are submitting data to be used for the carbon footprint calculations. If the box is not checked, the data will not be analyzed in the *Results* section.

Footprint name:

Optional, but recommended if you use two or more versions of the same activity.

The screenshot shows a form titled 'TOUR FOOTPRINT' with the following fields and options:

- Select the year** (dropdown menu): 2020-21
- Date range covered** (Start and end dates that correspond to the data entered) (dropdown menus): 1 April 2020 - 1 March 2021
- Please check the box if the data in this footprint is actual values
- Please check the box if the data in this footprint should be used for calculations
- Footprint name** (text input field):
- Select the country** (dropdown menu): Canada
- Select the province** (dropdown menu): Select the region

An orange arrow points from the text 'make sure to leave the first box unchecked' to the first checkbox.

TOUR FOOTPRINT

DEPENDING ON THE TYPE OF SECTOR YOU SELECT FOR YOUR TOUR, THIS TAB'S NAME AND REQUESTED INFORMATION MAY VARY.

What information do you need to collect?

Performances

Indoor Performances

The number of tickets issued/number of visitors means the TOTAL number for each venue and not per performance.

Enter this number in the appropriate venue size category (micro/small, small/medium, large/medium, or large/very large). Venue size references are available by putting your mouse cursor over the information icon. Please note that size references for **indoor performances** vary according to the type of sector* you selected when creating your tour.

How and where to collect the data ?

You can contact:

- ➔ promoters for space-related and sales information
 - Lease agreements, receipts, activity reports, etc.
- ➔ the tour management or production team, or the artist, for performance data as needed
 - Tickets sold, schedule, contracts, etc.

*If needed, you can edit your footprint's 'sector type' by accessing your footprint on the *Footprints* tab of the *Data* section.

NAME	YEAR	CARBON	STATUS	DATE	ACTIONS
	2021/22	0.0 t CO2e	Incomplete	04/2021 - 03/2022	Results Edit Delete

TOUR FOOTPRINT

IN THIS SECTION YOU HAVE TWO CATEGORIES:

1. THE TYPE OF PERFORMANCE
(URBAN, PERI-URBAN, OR GREENFIELD)

2. THE SIZE OF THE PERFORMANCE

What information do you need to collect?

Performances (*Outdoor Performances*)

Event Type

Event Type	Walking distance from the site to a public transport stop
Urban	Less than 1 km
Peri-Urban	1-2 km
Greenfield	More than 2 km

Event Size

Event Size	Capacity
Small	Less than 5,000 tickets/visitors
Medium	Between 5,001 and 20,000 tickets/visitors
Large	Between 20,001 and 60,000 tickets/visitors
Major	More than 60,000 tickets/visitors

TOUR FOOTPRINT

What information do you need to collect?

Accommodation

1. The number of people to be accommodated
2. The number of hotel rooms required per night (emission estimates will be less accurate when located outside Canada)
3. The number of overnight stays in the community or with friends.

Enter the number of each category according to their role in the tour



Artists & Management ⁱ

Primary crew ⁱ

Secondary crew ⁱ

How and where to collect the data ?

- The tour management team should have the booking information.
 - Invoices, reservation contracts, etc.
- The hosts could also provide you with some information.

TOUR FOOTPRINT

IN THIS SECTION, ENTER THE INFORMATION ONE TRIP AT A TIME. ONCE YOU HAVE COMPLETED A LINE, USE THE + BUTTON ON THE RIGHT TO ADD ANOTHER TRIP. REPEAT THE SAME PROCESS TO ADD ADDITIONAL LINES FOR EACH MODE OF TRANSPORTATION.

What information do you need to collect?

Personnel Travel

1. Vehicle type
2. Number of passengers
3. Type of fuel used
4. Total distance traveled : for bus, train and ferry modes of transportation, you must enter the distance traveled *per person*. For example, if 5 people traveled 100 km each, enter 100 km in the *Distance travelled* box and 5 in the *Number of passengers* box.

You can add additional qualitative details in the *Notes* section.

How and where to collect the data ?

- The tour management team should have the booking information.
 - Invoices, reservation contracts, etc.
- The companies hired for each mode of transportation
 - Delivery roadmaps, logistics plan, etc.
- Managers or drivers taking care of the reception of goods
- The logistic and organization team of the tour

Car	Vehicle type	Measured by	Amount
<input type="text"/>	Gasoline	Distance travelled	<input type="text"/> Kilometres

TOUR FOOTPRINT

THIS SECTION GATHERS INFORMATION REGARDING THE TRANSPORTATION OF GOODS NEEDED FOR THE TOUR PERFORMANCE. TRIPS MUST BE ENTERED ONE AT A TIME. ONCE YOU HAVE COMPLETED A LINE, USE THE + BUTTON ON THE RIGHT TO ADD ANOTHER TRIP. REPEAT THE SAME PROCESS FOR EACH MODE OF TRANSPORTATION.

What information do you need to collect?

Production

1. The energy consumption of the show
2. The mode of transportation used for the goods
3. The distance travelled per trip
4. The weight of goods transported

You can add additional qualitative details in the *Notes* section.

How and where to collect the data ?

- Production suppliers should have the information.
 - Electricity or energy bill
- The companies solicited for each type of transport could also provide these figures.
 - Routes, weight of crates, delivery contracts, etc.
- Stage set-up technicians

Show energy consumption ⓘ

kWh

Did any indoor venues have to deploy generators, as their mains supply was unable to meet your show's energy demand? (Note: This question is for context only. Checking this box will not affect the carbon footprint.)

Road freight (by vehicle)

Journey description	Distance travelled per trip	Vehicle type	+
<input type="text"/>	<input type="text"/> Kilometres	Heavy truck (rigid) - diesel	

Road freight (by weight)

Journey description	Distance travelled per trip	Weight transported	+
<input type="text"/>	<input type="text"/> Kilometres	<input type="text"/> tonnes	

Air freight ⓘ

Journey description	Distance travelled per trip	Weight transported	Vehicle type	+
<input type="text"/>	<input type="text"/> Kilometres	<input type="text"/> tonnes	Short-haul	

TOUR FOOTPRINT

What information do you need to collect?

Click on the name of the section to obtain additional information

**Beyond Carbon
Submit**

PRODUCTION FOOTPRINT

+ New Project

IMPORTANT: DO NOT ADD COMMAS OR SPACES WHEN ENTERING WHOLE NUMBERS INTO THE TOOLS. The commas will be read as decimals, and if there are spaces, everything after the space will disappear. For example, if you want to enter the number one hundred thousand five hundred, please write 100500. 100,500 will change to 100.5 and 100 500 will change to 100.

This footprint is intended to gather information on the technical aspects of producing a show in a building or for an event. It can be created on its own or complementary to another footprint. The *Production* footprint looks primarily at the materials used for a show and a few other areas such as lighting and sound. *Building* and *Indoor Events* footprints cover more broadly energy use, water and waste associated with an event.

For example, a theatre might create a report for their venue (Venue/Cultural Building footprint) to record the main data for the building and then create separate production footprint for the different shows that took place.

Once created, you will be directed to the data entry platform. At the bottom of each tab, you can save your changes and move to the next or previous tab by clicking on the corresponding arrow.

Save and update results

PRODUCTION FOOTPRINT

What information do you need to collect?

General

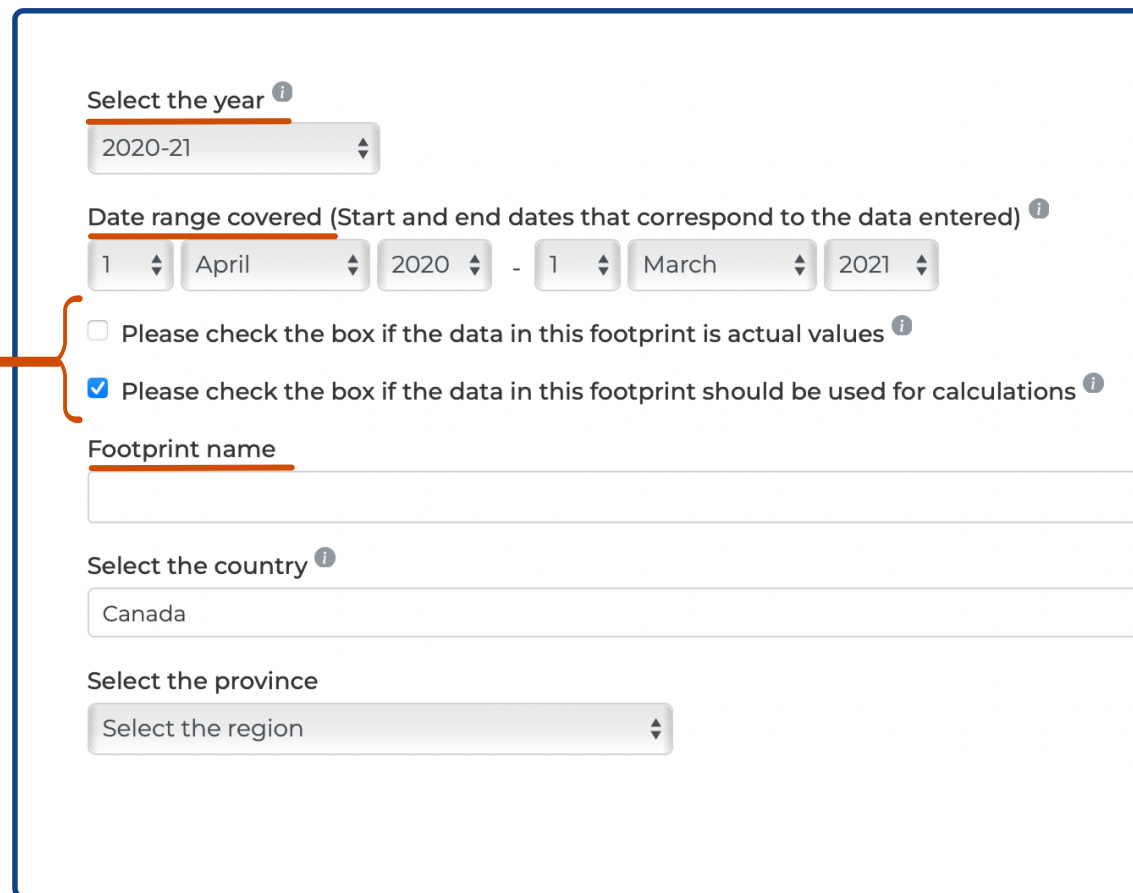
- **Select the year:** Select the year during which your production occurred.
- **Date Range:** Project footprints only capture impacts within a specified date range. Select the start and end dates of your production.

You can also create test versions of your footprint to run different emission scenarios. In this case, make sure to leave the first box unchecked.

Please remember to check the second box if you are submitting data to be used for the carbon footprint calculations. If the box is not checked, the data will not be analyzed in the *Results* section.

Footprint name:

Optional, but recommended if you use two or more versions of the same activity.



The screenshot shows a web form for creating a production footprint. It includes several sections: 'Select the year' with a dropdown menu showing '2020-21'; 'Date range covered' with a series of dropdown menus for day, month, and year (e.g., '1 April 2020 - 1 March 2021'); two checkboxes for data usage (the second is checked); a text input for 'Footprint name'; 'Select the country' with a dropdown showing 'Canada'; and 'Select the province' with a dropdown showing 'Select the region'. An orange arrow points from the second checkbox to the text in the first bullet point of the 'General' section.

Select the year ⁱ
2020-21

Date range covered (Start and end dates that correspond to the data entered) ⁱ
1 April 2020 - 1 March 2021

Please check the box if the data in this footprint is actual values ⁱ
 Please check the box if the data in this footprint should be used for calculations ⁱ

Footprint name

Select the country ⁱ
Canada

Select the province
Select the region

PRODUCTION FOOTPRINT

What information do you need to collect?

Set design and management

1. Lumber details

- Thickness, quantity
- Check box if : FSC certified wood, formaldehyde free
- Percentage recycled vs going to landfill

2. Metal products: steel and aluminum

- Weight
- Percentage recycled vs going to landfill
- Number of uses
- Does it have a high recycled content?

3. Gypsum board (Drywall)

- Surface area
- What percentage is recycled vs goes to landfill
- Number of uses

4. Textiles

- Types of textiles used
- Type of supply: rented, purchased used or reclaimed
- Presence of recycled fibers
- Post-production management

5. Plastics

- Types of textiles used
- Type of supply: rented, purchased used or reclaimed
- Presence of recycled fibers
- Post-production management

6. Additional information

- Unusual or alternative items
- Relevant information about your use of textiles and plastics
- Details on design strategies to reduce, and encourage reuse

How and where to collect the data ?

➔ Resource persons: show manager, logistics manager, production technician, staging team

➔ Useful documents: venue reservation contracts, invoices, etc.

PRODUCTION FOOTPRINT

What information do you need to collect?

Lighting, sound and effects

1. Rehearsal rig status

- Wattage of discharge, tungsten & LED

2. Show rig status

- Wattage of discharge, tungsten & LED

3. Maintenance rig status (working lights)

- Wattage of discharge, tungsten & LED

4. Wattage of:

- The sound system
- The projection equipment
- The automation

5. Additional information - Design management & strategies for:

- Reducing the amount of equipment and energy used
- Lighting and projection design
- Reducing the amount of light on the grid and energy consumed
- Stage automation design

How and where to collect the data ?



Resource persons: Stage technician, lighting technician, sound technician, etc.

NB - Adjusting the percentage dimmed for discharge lamps does not actually change the footprint. Indeed, discharge lights aren't dimmable. Tungsten and incandescent lights get dimmer as you reduce the power you send to them. LEDs get dimmer based, simply put, on quickly flashing on and off more or less, and this also requires less power. However, discharge lights aren't dimmable. They are dimmed using a mechanical louvre. So even when a moving light or another big discharge light is not emitting light it is still drawing its maximum power.

PRODUCTION FOOTPRINT

What information do you need to collect?

Click on the name of the section to obtain additional information

[Beyond Carbon
Submit](#)

GLOSSARY

Benchmark - is a standard or point of reference against which to compare your carbon emissions and environmental impacts.

Carbon dioxide equivalent (CO₂-eq) - is a measure used to compare the emissions from various greenhouse gases based upon their global warming potential. For example, the global warming potential of methane over 100 years is 25. This means that emissions of one million metric tons of methane is equivalent to emissions of 25 million metric tons of carbon dioxide.

Calendar year - starts on January 1st and ends on December 31st of a specific year.

Carbon footprint (in the context of the Tools) - the amount of greenhouse gas emissions generated by an organization, event, tour, production, or office space activities, expressed as carbon dioxide equivalent.

Conversion factors - allows the calculation of your organization's carbon emissions by using reference factors that convert energy consumption levels and various activities (e.g. water consumption, waste, travel, etc) into common units of emissions.

Coroplast - is a light corrugated plastic sheet commonly used for signs and re-usable packaging.

Discharge - the 'kW of Discharge' corresponds to the wattage of any electrical discharge lamp that generates artificial light by producing an electrical discharge in a gas-filled glass enclosure.

Emission - is the production and discharge of something, specifically of greenhouse gases in the context of the Tools.

GLOSSARY

Environmental action plan - is a more detailed and specific document which should follow on from the environmental policy, and define what an organization will do to live up to its environmental commitment, achieve its environmental ambitions and meet its environmental aims, objectives and targets. It should include specific actions, responsibilities, and budget deadlines for achieving environmental improvement, reducing environmental impacts and embedding environmental practice.

Environmental footprint - is a measure of human demand on the quantity of land resources required to support an economy. It is measured in terms of land acquired in global hectares to meet the resources used by the ensemble of activities performed.

Environmental policy - is a broad statement of your organization's overall environmental commitment and ambitions and the environmental values and principles which underpin decision-making and action. It should include any overarching environmental aims, objectives and key targets and outline what environmental good practice means for your organization, given the size, scale and nature of the organization, its activities and impacts. It should also frame your organization's action plan.

Financial year - is a period of 12 consecutive months associated with your business income tax report, which generally spreads over two separate calendar years (e.g. 2018/19, 2019/2020 etc).

Footprint (in the context of the Tools) - refer to a full year of data associated with the impact of one of your Buildings; or to data associated with the impact of your Project for the duration of the event.

Formaldehyde - is a strong-smelling, colorless gas used in making building materials and many household products. It is used in pressed-wood products, such as particleboard, plywood, and fiberboard; glues and adhesives; permanent-press fabrics; paper product coatings; and certain insulation materials.

GLOSSARY

FSC certified - stands for 'Forest Stewardship Council'. This certification ensures that products come from responsibly managed forests that provide environmental, social and economic benefits.

Greenhouse gas - is a gas in Earth's atmosphere that traps heat by absorbing infrared radiation (heat energy) from the Earth's surface and radiating it back to the earth. Common greenhouse gases are carbon dioxide, water vapor, nitrous oxide, methane, and ozone.

LED - stands for Light-Emitting Diode. The 'kW of LED' corresponds to the wattage of semiconductor light sources that emit light when an electrical current flows through it.

MDF - stands for Medium-Density Fibreboard. It is a composite material made from wood fibers combined with wax and resin binders through pressure and high temperature. It is stronger and denser than particle board.

Modal split - is the percentage of travellers using a certain mode of transportation to reach the location of your building or event compared to the total number of trips done to get to that location.

OSB - stands for Oriented Strand Board. It is a wood product similar to particle board, made from wood strands compressed together with wax and other synthetic resin adhesives.

Particle board - is a wood product made from wood chips compressed with synthetic resins. It is also known as low-density fiberboard and is less strong and dense as MDF.

Plasticine - is a brand name that refers to a synthetic paste material used as a substitute for clay or wax in modeling.

Plexiglass - is a resistant acrylic plastic often used in lieu of a glass.

GLOSSARY

Plywood - is a building material made from thin layers of wood glued together by alternating the grain direction of each layer.

PVC - stands for Polyvinyl Chloride. It is a commonly produced plastic material.

Sustainability - is a state where our own needs are met without compromising the needs of future generations, from an environmental, economic and social standpoint.

Tungsten - is a metal used as a filament in some light bulb. The 'kW of Tungsten' corresponds to the wattage of any tungsten lamp or other incandescent lamps that produce light by heating a metal wire or filament with electricity. This type of lighting is considered energy inefficient compared to discharge lamps or LEDs since a significant quantity of energy is wasted as heat rather than light.

Wattage - represents the rate at which electricity is consumed or generated. The electrical unit for wattage is the Watt, which represents a small amount of power. Power consumption of devices is expressed in watts or kilowatts (kW).

CONTACT US

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