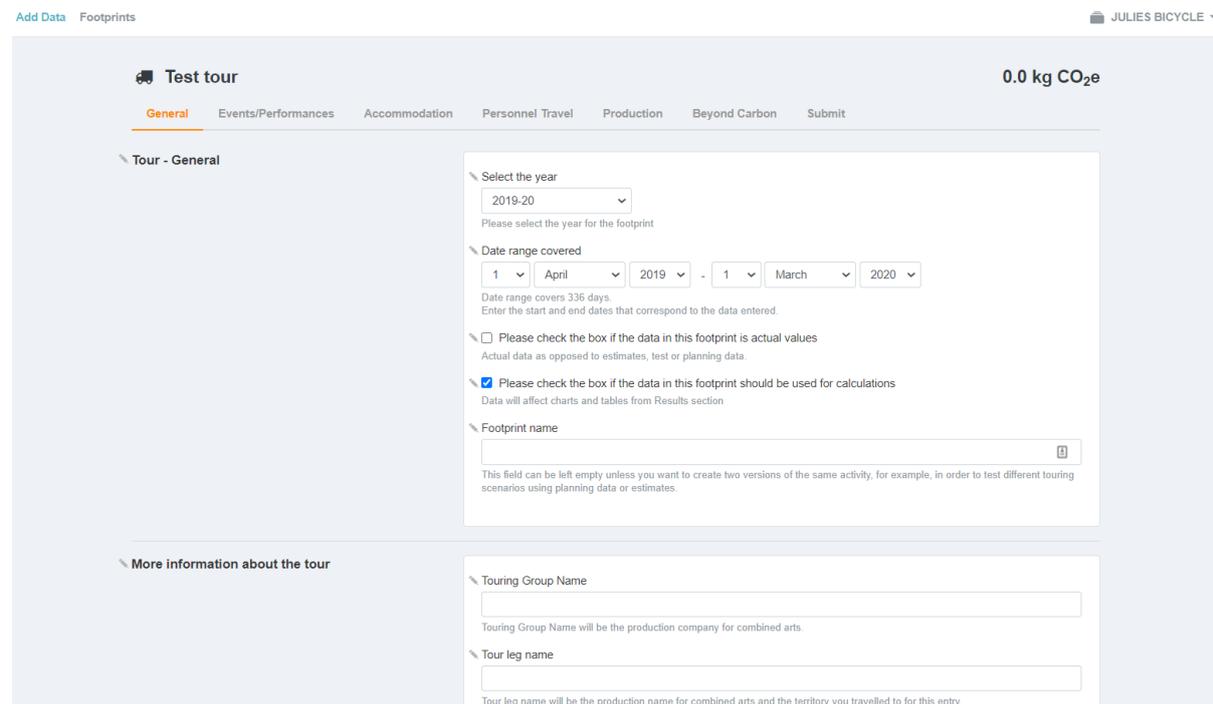


CG Tools: Reporting on Touring Guide

Organisations can use the Creative Green Tools to monitor touring productions. To monitor a tour, you will need to collect travel data for both individual personnel travelling on the tour and any freighting of materials or sets. You may also monitor additional information including number of performances and tour accommodation.

Touring Data

Reporting touring data is similar to reporting on a Building or another Project type.



The screenshot shows the 'Test tour' reporting interface. At the top right, it displays '0.0 kg CO₂e'. The interface is divided into several sections:

- General:** Contains a 'Select the year' dropdown set to '2019-20', a 'Date range covered' section with dropdowns for '1 April 2019' to '1 March 2020', and two checkboxes: 'Please check the box if the data in this footprint is actual values' (unchecked) and 'Please check the box if the data in this footprint should be used for calculations' (checked).
- Footprint name:** A text input field with a note: 'This field can be left empty unless you want to create two versions of the same activity, for example, in order to test different touring scenarios using planning data or estimates.'
- More information about the tour:** Contains two text input fields: 'Touring Group Name' (with a note: 'Touring Group Name will be the production company for combined arts.') and 'Tour leg name' (with a note: 'Tour leg name will be the production name for combined arts and the territory you travelled to for this entry.').

- There are six sections for data entry: General, Performances, Accommodation, Personnel Travel, Production and Beyond Carbon.
- The difference is that travel data is separated into Personnel Travel and Production.

Adding Data

To input your data, navigate to the +Data tab where there are 3 options to input your data:

- Option 1 shows each incomplete footprint; describes the type of footprint, name and options to edit or delete.
 - Use this option to edit a footprint that has not been submitted yet.

Looking for old data? Click the footprint tab to view your historic data

Edit an incomplete footprint

2019/20 - Test tour	Delete	Edit
2019/20 - Test production	Delete	Edit
2019/20 - Test Festival	Delete	Edit

Create new footprint for an existing building or project

Buildings

Select Building 2019-20

Projects

Select Project 2019-20

Create new building or project

Touring

Festival

Production

- Option 2 allows you to create a new footprint for an existing building or project i.e. if you want to add data for an additional leg of the same Tour.
- Use option 3 to create a new tour by selecting + New Project.

Completing a Touring Footprint

- Create a new Project
- Select the appropriate sector and provide a name for the tour..

New project

What's being measured?
Tour

Sector
Music

Project name
Test Tour 2020

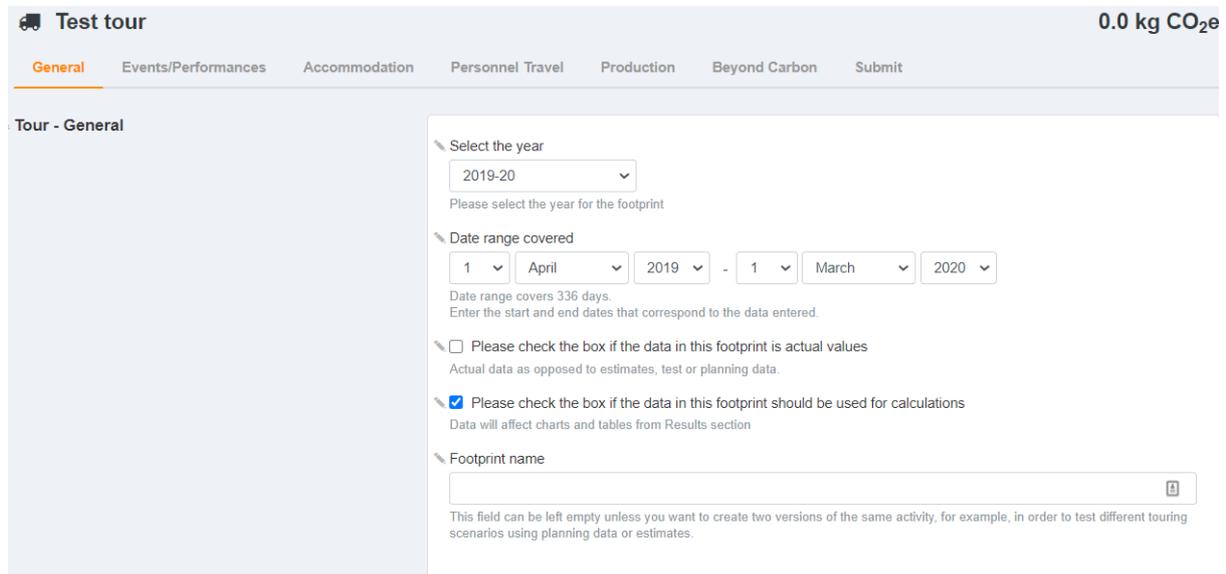
New project

What's being measured?
Tour

Sector

- Select a sector
- Combined Arts
- Comedy
- Dance
- Fashion
- Galleries
- Learning/Outreach
- Library
- Literature
- Museums
- Music
- Opera
- Orchestral
- Other
- Sport
- Theatre
- Visual Arts

- Enter the tour details and set the period you are reporting on.
 - Ensure check box is ticked to enable the tools to calculate a footprint from the data



- Navigate through the different tabs to report on various areas of a tour.
 - Events / Performances
 - Accommodation
 - Personnel Travel
 - Production
 - Beyond Carbon

Performances

Performance data consists of Indoor and Outdoor performances and measures number of performances and tickets sold.

- Indoor performances are categorised depending on size:
 - Large / Very Large
 - Large / Medium
 - Small / Medium
 - Micro / Small

Add Data Footprints

Test tour
0.0 kg CO₂e

General
Events/Performances
Accommodation
Personnel Travel
Production
Beyond Carbon
Submit

↳ Indoor performances

↳ **Large/Very large**

number of events/performances
For combined arts - a large venue >700 capacity.

number of tickets issued/visitors
For combined arts - a large venue >700 capacity.

↳ **Large/Medium**

number of events/performances
For combined arts - a medium venue of 450-700 capacity.

number of tickets issued/visitors
For combined arts - a medium venue of 450-700 capacity.

↳ **Small/Medium**

number of events/performances
For combined arts - a small venue of 250-449 capacity.

number of tickets issued/visitors
For combined arts - a small venue of 250-449 capacity.

↳ **Micro/Small**

number of events/performances
For combined arts - a micro venue of <250 capacity.

number of tickets issued/visitors
For combined arts - a micro venue of <250 capacity.

- Outdoor performances are categorised depending on location:
 - Urban – less than 1km walking distance to public transport (<1km)
 - Peri-Urban – 1-2km walking distance to public transport (1-2km)
 - Greenfield – more than 2km walking distance to public transport (>2km)

↳ Outdoor performances

↳ **Urban**

↳ **Major**

number of events
More than 60,000 visitor capacity, less than 1km walking distance from public transport stop.

↳ **Large**

number of events
20,000-60,000 visitor capacity, less than 1km walking distance from public transport stop.

↳ **Medium**

number of events
5,000-20,000 visitor capacity, less than 1km walking distance from public transport stop.

↳ **Small**

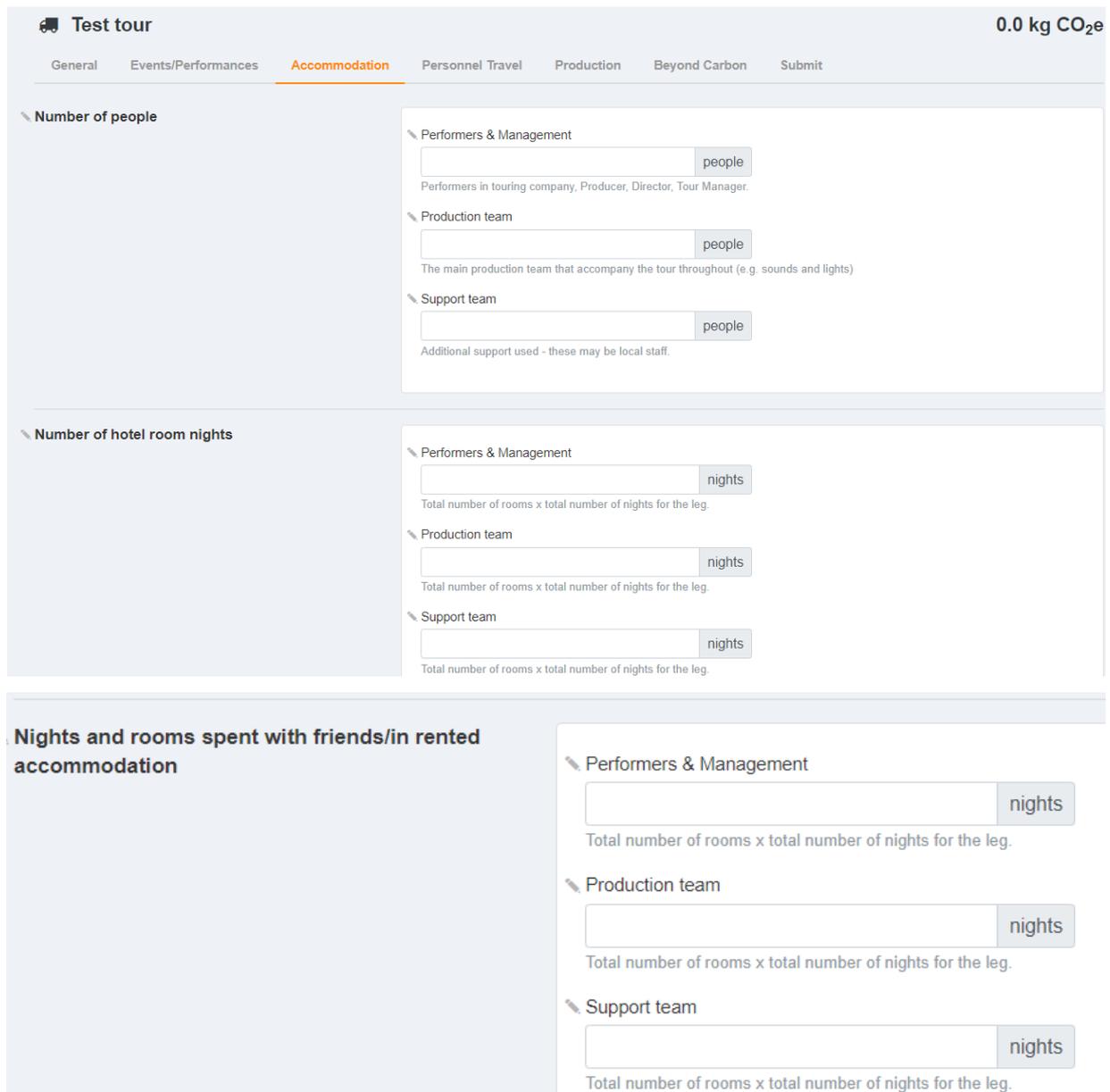
number of events
Less than 5,000 visitor capacity, less than 1km walking distance from public transport stop.

↳ **Peri-Urban**

Accommodation

Report on any accommodation used during the tour for Artists, Management and all Crew members.

- The number of people relates to the total number of people that are on the tour
 - This may be different to the number of people who stay in hotel rooms.



Test tour 0.0 kg CO₂e

General Events/Performances **Accommodation** Personnel Travel Production Beyond Carbon Submit

Number of people

- Performers & Management**
people
Performers in touring company, Producer, Director, Tour Manager.
- Production team**
people
The main production team that accompany the tour throughout (e.g. sounds and lights)
- Support team**
people
Additional support used - these may be local staff.

Number of hotel room nights

- Performers & Management**
nights
Total number of rooms x total number of nights for the leg.
- Production team**
nights
Total number of rooms x total number of nights for the leg.
- Support team**
nights
Total number of rooms x total number of nights for the leg.

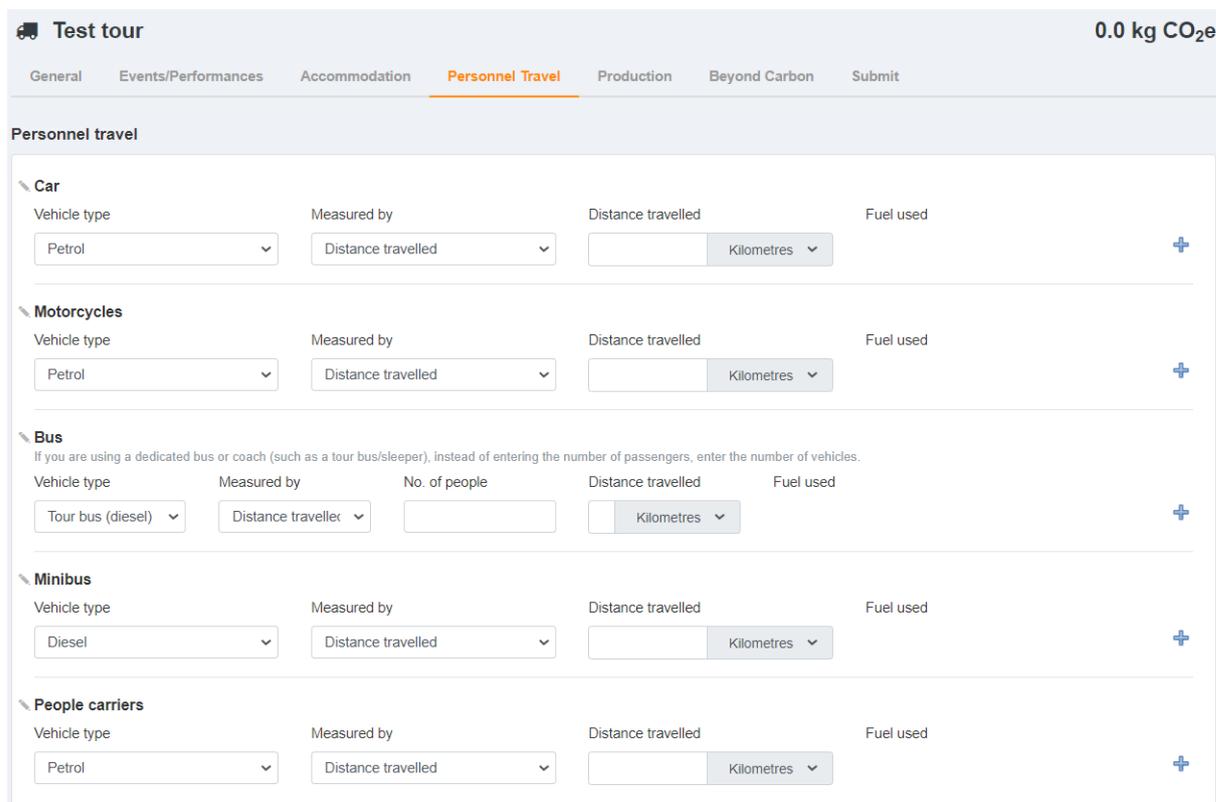
Nights and rooms spent with friends/in rented accommodation

- Performers & Management**
nights
Total number of rooms x total number of nights for the leg.
- Production team**
nights
Total number of rooms x total number of nights for the leg.
- Support team**
nights
Total number of rooms x total number of nights for the leg.

Personnel Travel

Personnel travel refers to business travel i.e. any Artist, Management and Crew Travel surrounding the tour.

- Need to calculate your distances? Use distance calculator websites like Google Maps, <http://rmme.railmiles.me/> or Trainline etc.



Test tour 0.0 kg CO₂e

General Events/Performances Accommodation **Personnel Travel** Production Beyond Carbon Submit

Personnel travel

Car
 Vehicle type: Petrol Measured by: Distance travelled Distance travelled: Fuel used: Kilometres

Motorcycles
 Vehicle type: Petrol Measured by: Distance travelled Distance travelled: Fuel used: Kilometres

Bus
If you are using a dedicated bus or coach (such as a tour bus/sleeper), instead of entering the number of passengers, enter the number of vehicles.
 Vehicle type: Tour bus (diesel) Measured by: Distance travelled No. of people: Distance travelled: Fuel used: Kilometres

Minibus
 Vehicle type: Diesel Measured by: Distance travelled Distance travelled: Fuel used: Kilometres

People carriers
 Vehicle type: Petrol Measured by: Distance travelled Distance travelled: Fuel used: Kilometres

- For flight data, if distance information is missing and you would like us to apply average distances, please tell us the number on one-way journeys.
- The tools assume that the distance travelled relates to each person travelling
 - If you enter 10,000miles by 100 people then the tools will calculate that 100 people each travelled 10,000miles
 - To avoid this, if you have the total distance travelled and the total number of travellers, divide the total distance by the number of people and enter that average along with the total number of people.

Production

Production covers all travel surrounding freight for production purposes.

- Show power refers to energy used throughout a show either from the venue or using a generator.
 - Organisers would have to take readings before and after an event if event is within a venue.

Test tour
0.0 kg CO₂e

General
Events/Performances
Accommodation
Personnel Travel
Production
Beyond Carbon
Submit

Tour production

Show power

kWh

Ask production suppliers for show power demand. This request is included to allow an estimation of show energy, for comparison with emissions from transport. Emissions results will be an indication only.

Did any indoor venues have to deploy generators, as their mains supply was unable to meet your show power demand?

Trucking freight

Journey description	Vehicle type	Measured by	Distance travelled	Fuel used	+
	Biodiesel rigged ▾	Distance travelled ▾	Kilometres ▾		+

Air freight

A domestic flight is under 1.5 hours one-way, e.g. Bristol to Edinburgh, London to Paris, or New York to Boston. A shorthaul flight is 1.5 - 5 hours one way, e.g. London to Rome, or New York to Montreal (up to 3,700 km or 2,300 miles one-way distance). A longhaul flight is more than 5 hours one way, e.g. London to Tokyo, or New York to San Francisco (greater than 3,700 km or 2,300 miles one-way distance).

Journey description	Distance travelled per trip	Weight transported	Vehicle type	+
	Kilometres ▾	tonnes	Domestic ▾	+

Sea freight

Journey description	Distance travelled per trip	Weight transported	Vehicle type	+
	Kilometres ▾	tonnes	Large RoPax Ferry ▾	+

Rail freight

Journey description	Distance travelled per trip	Weight transported

Beyond Carbon

The Beyond Carbon survey is an optional piece for organisations to report on. The data gathered from the survey is qualitative and is a chance for organisations to provide more context and narrative around their environmental actions.

Test tour
0.0 kg CO₂e

General
Events/Performances
Accommodation
Personnel Travel
Production
Beyond Carbon
Submit

The Beyond Carbon goes beyond the numbers and is a way to capture your environmental practice, action and engagement and the benefits which this brings. It can also be used as a tool to inform planning and next steps. Completing the Beyond Carbon is not a requirement for Arts Council England funded NPOs. We do however encourage NPOs to use it, as a tracking and/or a planning tool, and also as a way for us to capture and report on what is happening more broadly and to inform our ACE support programme. Please tick all that apply and provide any further content in the dialogue boxes provided.

1. Benefits from environmental action

1-1 Attitudes

Has your environmental policy been useful for supporting funding applications?

Very useful Somewhat useful Not useful Not applicable Not doing it

1-2 Benefits

Has your organisation received any environmental awards/certifications/commendations?

Yes substantial benefit Yes some benefit No benefit I don't know Not doing it

Does your organisation collect data on benefits of taking environmental action (e.g. Return On Investment (ROI), attitudinal surveys)?

Yes substantial benefit Yes some benefit No benefit I don't know Not doing it

Has your organisation experienced creative/artistic opportunities (e.g. programming, commissioning, residencies)?

Yes substantial benefit Yes some benefit No benefit I don't know Not doing it

Has your organisation experienced team morale/well-being benefits?

Yes substantial benefit Yes some benefit No benefit I don't know Not doing it

Has your organisation experienced profile/reputational benefits?

Yes substantial benefit Yes some benefit No benefit I don't know Not doing it

Has your organisation experienced financial benefits (e.g. reduced costs, increased funding, more audiences/visitors/consumers)?

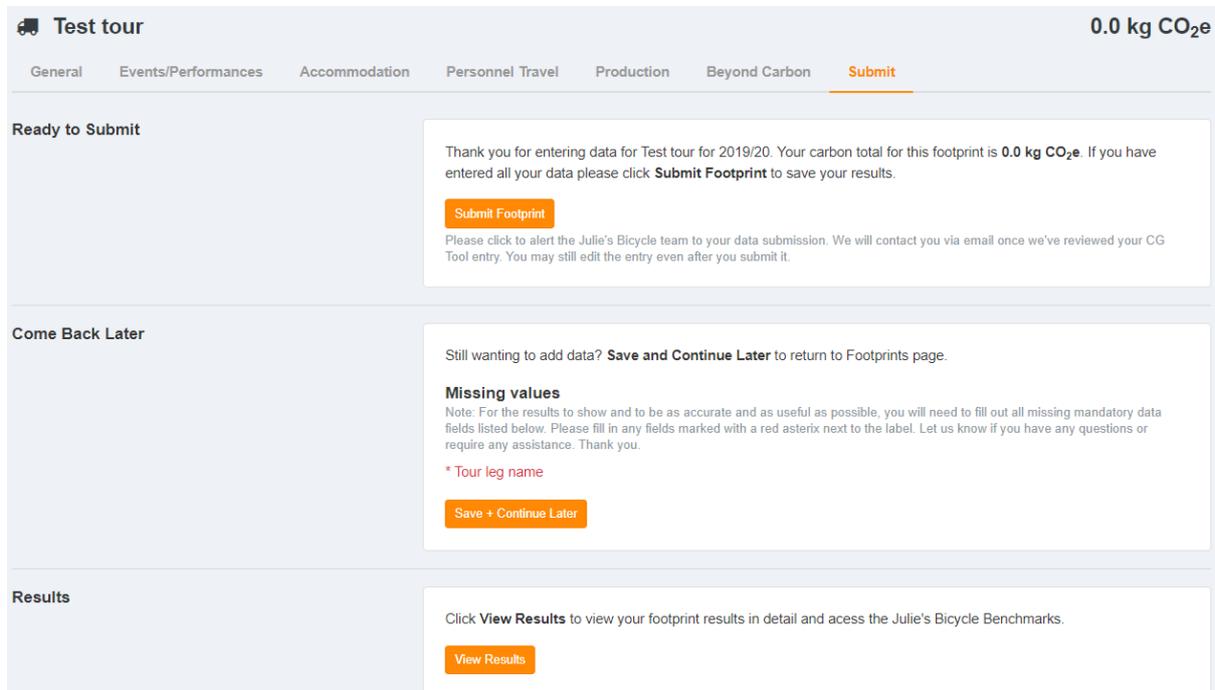
Yes substantial benefit Yes some benefit No benefit I don't know Not doing it

Please tell us about any other creative programmes and engagement initiatives:

- There are four sections to complete that cover a variety of activities

Submit

When you have completed all sections click on the submit tab.

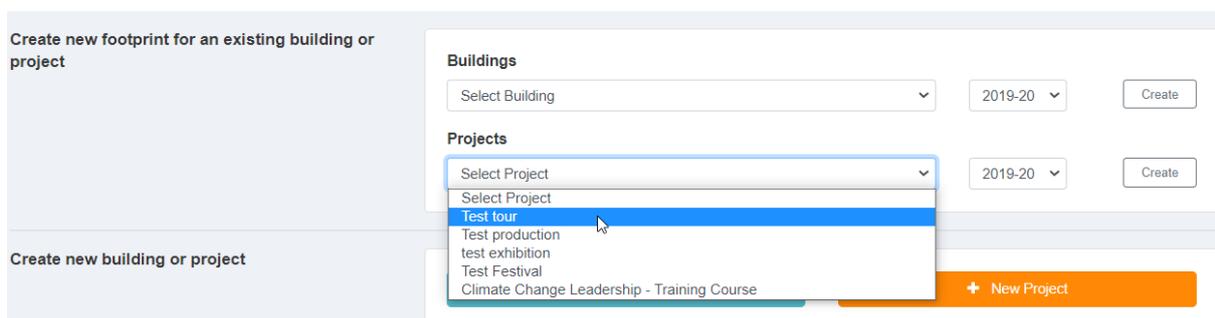


The screenshot shows the 'Test tour' submission interface. At the top right, it displays '0.0 kg CO₂e'. The navigation tabs include 'General', 'Events/Performances', 'Accommodation', 'Personnel Travel', 'Production', 'Beyond Carbon', and 'Submit' (which is highlighted). The page is divided into three main sections: 'Ready to Submit', 'Come Back Later', and 'Results'. The 'Ready to Submit' section contains a thank-you message and a 'Submit Footprint' button. The 'Come Back Later' section includes a 'Save + Continue Later' button and a 'Missing values' note. The 'Results' section has a 'View Results' button.

- There are two actions available: Submit Footprint or Come Back Later.
 - Come back later allows users to review their data and if there are missing values.
 - To must click on Submit Footprint for any data to be logged officially.

Adding additional legs to your tour

If your tour has multiple legs (e.g. UK, International), or is extended as the tour progresses, create a new footprint for your existing tour. You do not need to create a New Project unless you are recording data for separate touring production.



The screenshot shows the 'Create new footprint for an existing building or project' form. It features two main sections: 'Buildings' and 'Projects'. Each section has a dropdown menu for selection, a year selector (currently set to '2019-20'), and a 'Create' button. The 'Projects' dropdown is open, showing options: 'Select Project', 'Test tour' (highlighted), 'Test production', 'test exhibition', 'Test Festival', and 'Climate Change Leadership - Training Course'. A '+ New Project' button is located at the bottom right of the form.