CREATIVE CLIMATE TOOLS

Creative Climate Tools User Guide:

Indoor Event Footprint

Julie's Bicycle

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Welcome to the **Indoor Event Footprint User Guide**. This document includes guidance on the following tabs featured in this report:

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WHY CHOOSE THE INDOOR EVENT FOOTPRINT REPORT?

The Indoor Event footprint mainly covers the activities regarding the energy, water and waste consumption of the event, as well as the employee and audience travel.

This footprint is a **Project** report as opposed to a Building report. This is important to note as it means that the data collected in this report will span over the specified timeline for the project rather than the default period of a year (Building).

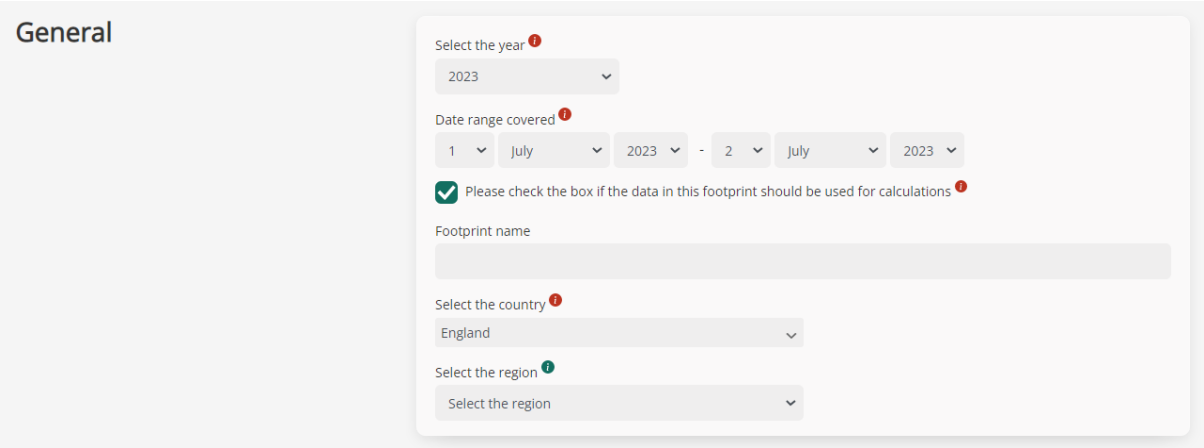
It is recommended that the Indoor Event footprint is selected to cover data for an individual event taking place. Organisations with multiple events are encouraged to create a footprint per event. This will allow users to better keep track of different event data and compare project results.

Depending on the organisation's structure, we also recommend that organisations complement their **Project** report(s) with one Building footprint report (either Office or Venue/Cultural Building) for their general day-to-day operations.

GENERAL TAB

The **General Tab** is the area where users can record basic information regarding their footprint and event.

GENERAL TAB – GENERAL



Select the year – Users should enter the year that the organisation is reporting on. Please ensure that this is correct as the year selected has an impact on the calculations.

Date range covered - Users should enter the start date and end date which corresponds to the duration period of the event.

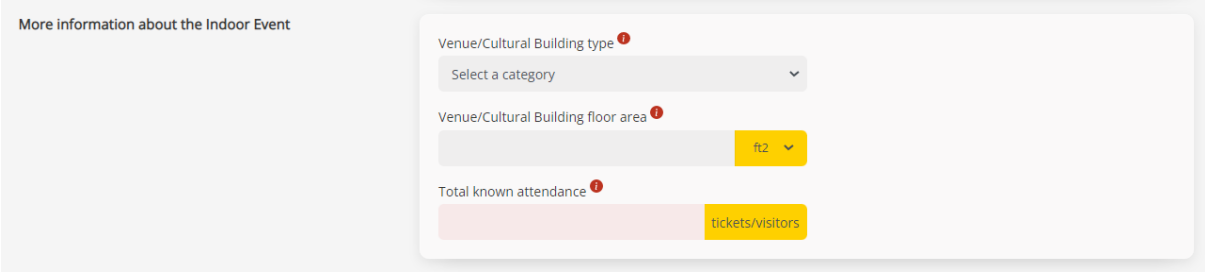
Please check the box if the data in this footprint should be used for calculations – Users should check this box if they are using actual figures for their data and they would like this data to appear as part of their Results. Users may want to leave this box unchecked if they are using the footprint report for planning or forecasting purposes and would not like this data to affect the overall account results.

Footprint name – Users can add a footprint name. This field can be left blank or used to distinguish between footprints if users choose to have more than one footprint per year for each building/project (for planning purposes for example).

Select the country - Users should enter the country in which their event takes place, not the country in which the organisation operates. This is important as the country selected affects the calculations.

Select the region – If applicable, users should select the region in which their event takes place.

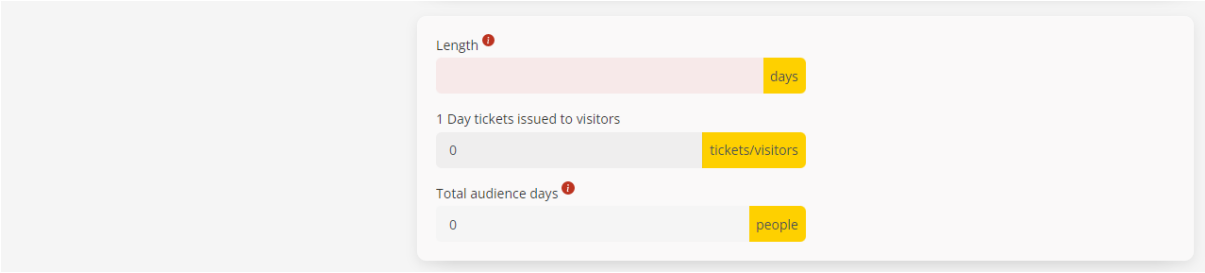
GENERAL TAB – MORE INFORMATION ABOUT THE INDOOR EVENT



Venue/Cultural Building type – Users should use the dropdown to indicate the building type which best applies to the venue in which the event is taking place.

Venue/Cultural Building floor area – Users should enter the gross internal floor area of their building, minus balconies or circles. This information can be entered in either m2 or ft2 using the dropdown arrow.
This figure will be used to calculate the emissions impact per m2/ft2 of your building.

Total known attendance – Users should enter the actual ticketed attendance count for the event. This figure should include complimentary tickets and VIP guests. For non-ticketed events, users should use the estimated attendance.



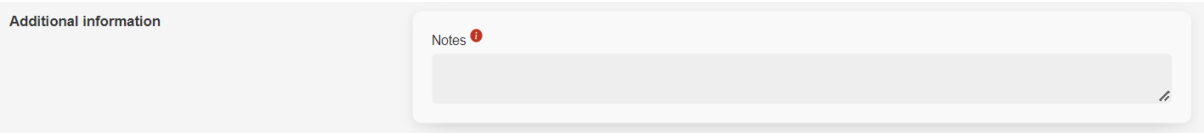
Length – Users should indicate the number of days their event lasted.

[X] Day tickets issued to visitors – Users should indicate how many tickets were issued for each different type of day length tickets for the event. This will be used to calculate **Total audience days.**
Please note that the **Length** of the event entered will determine the amount of rows of this field which will appear.

Total audience days – Users <u>do not need to enter</u> this data, this field will be calculated automatically. Audience days refers to the number of days each visitor spends at the event. For example, if a visitor has a 2-day ticket, even though they have only purchased 1 ticket, this equates to spending 2 audience days at the event.

If users are uncertain about how to enter this information or whether this best captures the nature of audience visits for their event, please contact the Support Helpdesk for assistance.
This figure will be used to calculate the emissions impact per audience day for your event.

GENERAL TAB – ADDITIONAL INFORMATION

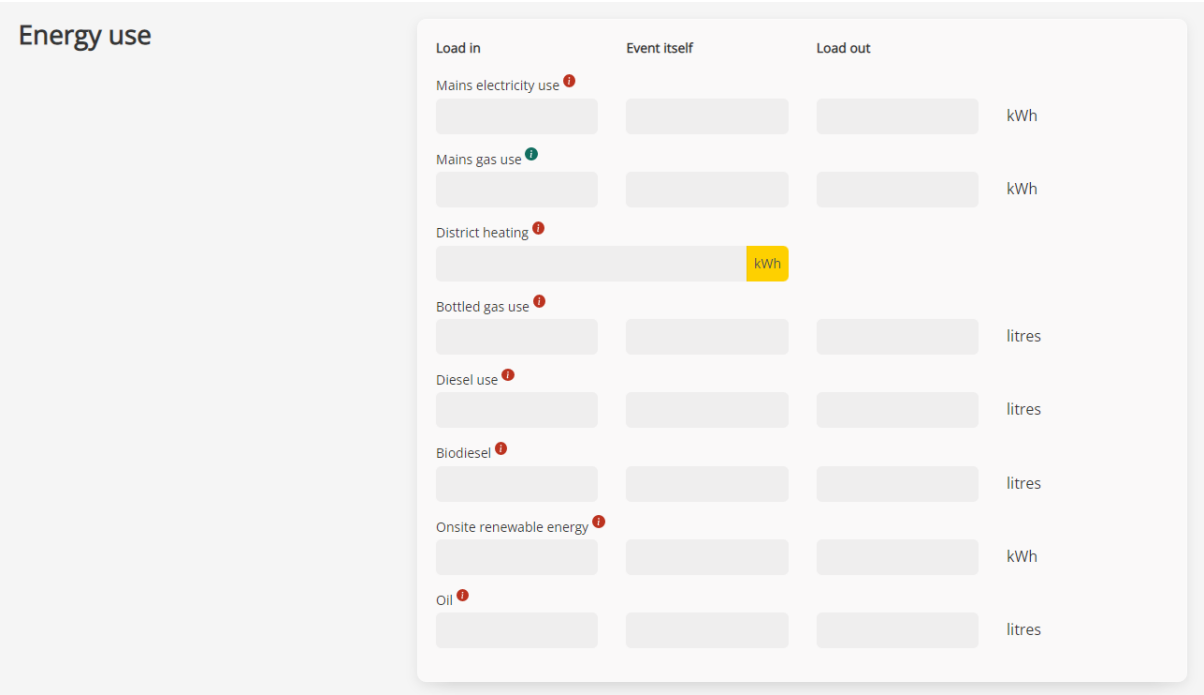


Notes – Users can use this textbox to add any notes about their data sources or assumptions made on the tab. We encourage users to add this information where they can as this can be useful for consistency of information used in future footprint reports.

ENERGY USE TAB

The **Energy Use Tab** is the area where users can record information regarding the energy consumption of their project and organisation employees for the duration of the event.

ENERGY USE TAB – ENERGY USE



Load in – This refers to the period prior to the event where all site build occurs.

Event itself – This refers to the period during the event.

Load out – This refers to the period after the event where all site deconstruction occurs and the venue is restored to its original state.

If users do not have the data relating to each time period of the event, they are advised to only add data to the **Event itself** fields and leave others blank.

Mains electricity use – Users should enter the electricity consumption for the event in **kWh**. This includes electricity consumed through plugging into mains power at the venue.

Mains gas use – Users should enter their gas consumption for the event in **kWh.** Users who receive this data in **m3** or **GJ** can contact the Support Helpdesk for assistance in converting these units to kWh.

District heating – Users should enter their district heating energy consumption for the event in **kWh**. If users receive a specific figure for the amount of CO2e/kwh their district heating network produces, they are advised to contact the Support Helpdesk for help in calculating the custom carbon figure.

Bottled gas use - Users should enter their bottled gas consumption (usually butane or propane) for the event in **litres**.

Diesel use - Users should enter their generator(s)'s diesel consumption for the event in **litres**. Please note this data should exclude concessions.

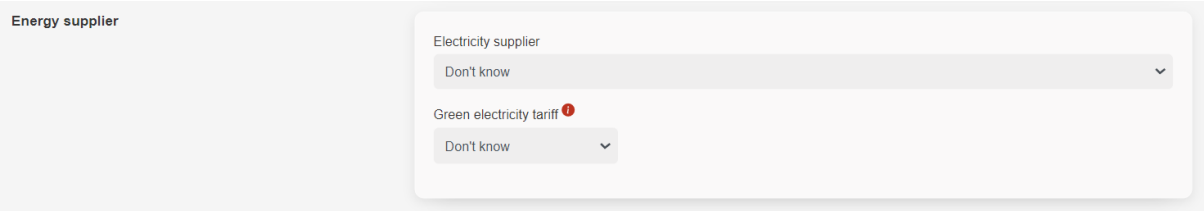
Biodiesel – Users should enter their generator(s)'s biodiesel consumption for the event in **litres**. The data should only include waste vegetable oil biodiesel and biodiesel made from UK plant sources. Any other biodiesels such as palm oil or ethanol should not be included in this figure due to the uncertainty surrounding the environmental benefit of these fuels.

Onsite renewable energy – Users should enter the amount of energy in **kWh** that has been produced by onsite renewable energy sources for their event (such as photovoltaic panels or wind turbines). This should include batteries pre-charged with solar power.

% of kWh used on site, % of kWh fed back into the grid – Users should enter the percentage of the energy produced by their event's onsite renewables were used on site and the percentage of energy which was fed back to the grid.

Oil - Users should enter their oil powered boiler consumption for the event in **litres**.

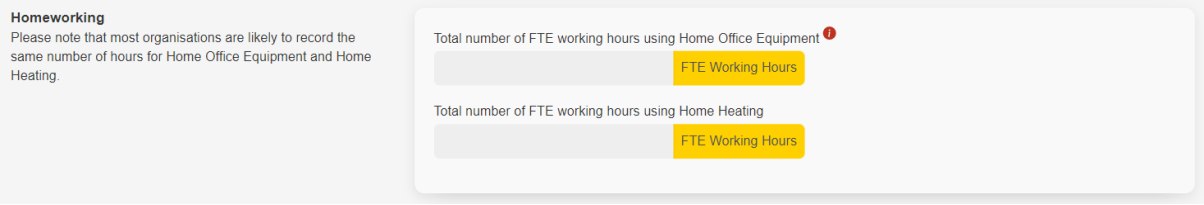
ENERGY USE TAB – ENERGY SUPPLIER



Electricity supplier – Users should indicate which of the companies from the dropdown list provided is their energy supplier for the event. If the company is not listed, users should select "Other". If the supplier is not known, users should select "Don't know".

Green electricity tariff – Users should use the dropdown to indicate whether the electricity bought for the site is on a green electricity tariff.

ENERGY USE TAB – HOMEWORKING



Total number of FTE working hours using Home Office Equipment – Users should enter the total amount of employee hours spent working from home for the organisation over the period of the event. Please note that Home Office Equipment includes home office workstation equipment (laptop/PC, monitor, phone and printer) and lighting for the office space.

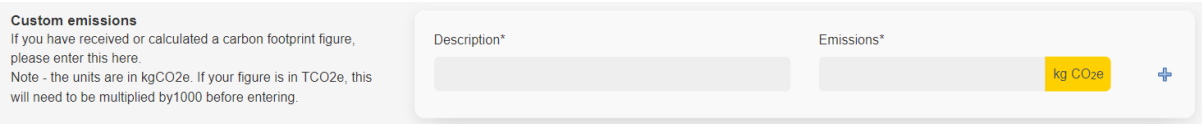
Total number of FTE working hours using Home Heating – Users should enter the total amount of employee hours spent working from home for the organisation over the period of the event.

Organisations may also want to use this section to record hours spent by employees renting out a desk in a shared office space. In this case, users should record these hours in the **Home Office Equipment** field only.

Please note that most organisation are likely to record the same number of hours for the **Home Office Equipment** and **Home Heating** – the distinction is

mainly so that users can see the emissions split into these two different impact areas in the results.

ENERGY USE TAB – CUSTOM EMISSIONS



Description – Users can enter a name/description in this field to label the custom emissions figure they have recorded in the row.

Emissions – Users may receive custom carbon figures from their stakeholders or calculate their own figure using external carbon conversion factors. The figure(s) should be entered in this field, ensuring that the correct units are used (**kgCO2e**). If the data is received or calculated in TCO2e, this needs to be multiplied by 1000 to convert this to **kgCO2e**.

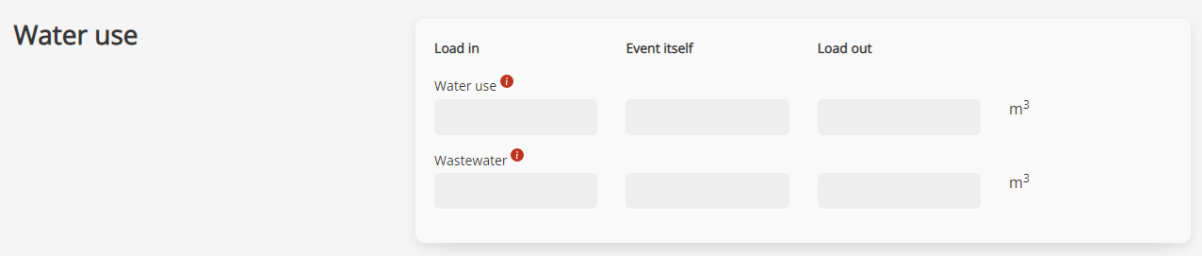
ENERGY USE TAB – ENERGY USE NOTES

Please see the General tab – Additional information part of this guide for more information on how to enter data in this section.

WATER TAB

The **Water Tab** is the area where users can record information regarding the water consumption of the duration of their event.

WATER TAB – WATER USE



For the distinction between **Load in, Event itself** and **Load out**, please see the Energy Use tab – Energy Use part of this guide.

Water use - Users should enter their event's water consumption for the year in **m3**.

Wastewater – Users should enter their event's wastewater or sewage amount for the year in **m3**. This should include all wastewater taken off site for traditional treatment.

If the information for these fields is collected in litres, the data can be converted to m3 by multiplying these figures by 1000.

For users that are unable to collect information for the **Wastewater** field, please assume that this value is the same as your **Water use** value.

WATER TAB – CUSTOM EMISSIONS

Please see the Energy Use tab – Custom emissions part of this guide for more information on how to enter data in this section.

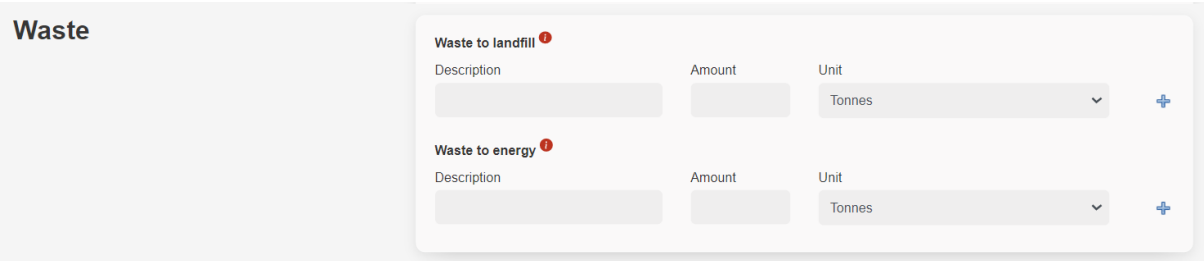
WATER TAB - WATER USE NOTES

Please see the General tab – Additional information part of this guide for more information on how to enter data in this section.

WASTE TAB

The **Waste Tab** is the area where users can record information regarding the amount of waste produced by their event.

WASTE TAB – WASTE

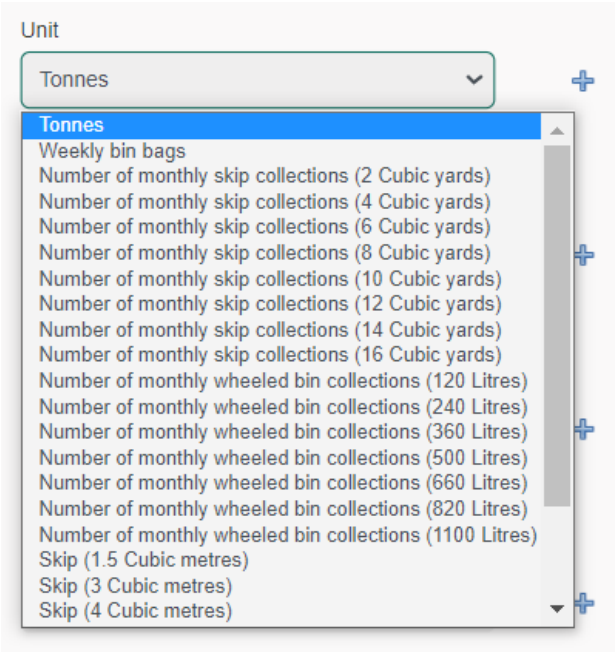


Description - Users can enter a name/description in this field to label the waste figure they have recorded in the row.

Amount – Users should enter the amount of waste generated by the event, in accordance with the **Units** selected.

Units – Users should use the dropdown selection to choose the unit which best represents the amount of waste produced by the event. Where organisations do not have access to the tonnage data, there are a range of estimates available to use.

For options such as "Number of monthly skip collections", users should enter the average number of skip collections per month and the tools will automatically estimate the emissions for this waste over the 12 month period.



Waste to landfill – Users should enter the amount of waste going to a landfill site.

Waste to energy – Users should enter the amount of waste going to be incinerated with subsequent generation of electricity from this process.

Waste to recycling – Users should enter the amount of waste being recycled.

Waste to composting – Users should enter the amount of waste being composted.

WASTE TAB – CUSTOM EMISSIONS

Please see the Energy Use tab – Custom emissions part of this guide for more information on how to enter data in this section.

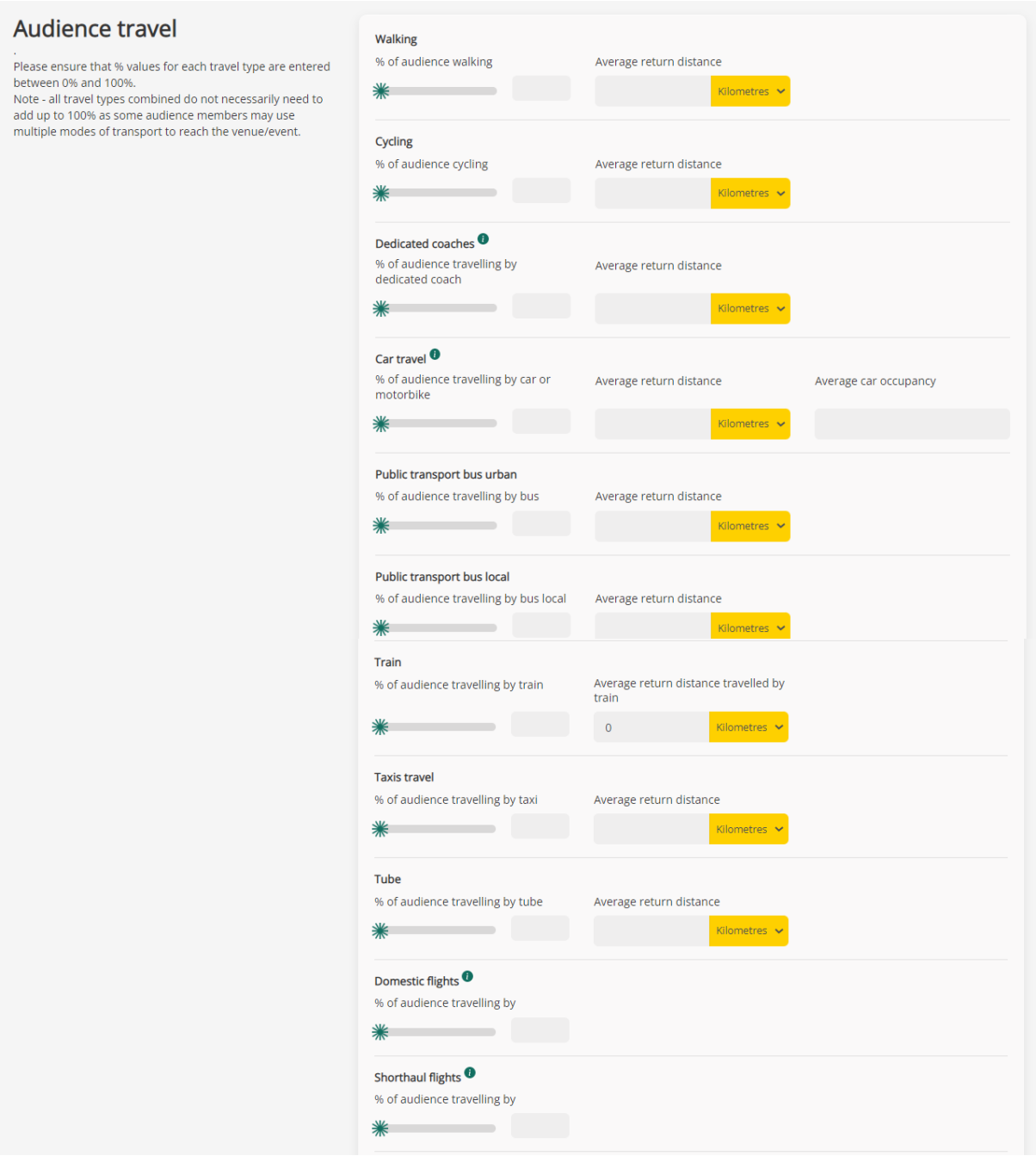
WASTE TAB - WASTE NOTES

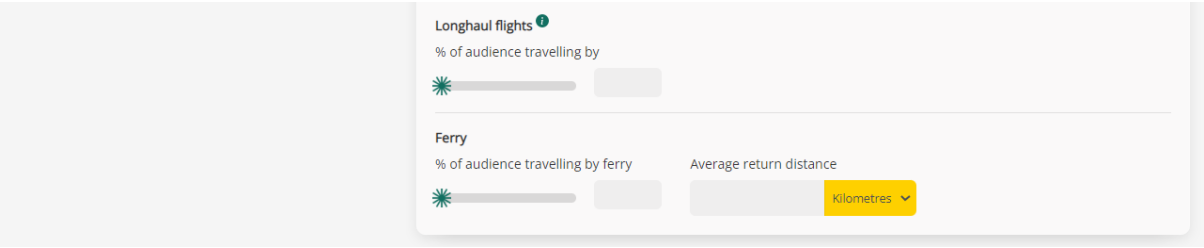
Please see the General tab – Additional information part of this guide for more information on how to enter data in this section.

AUDIENCE TRAVEL TAB

The **Audience Travel Tab** is the area where users can record information regarding the travel choices made by their audience members. For the Indoor Event footprint, the data recorded in this section should be estimates or actual audience travel data across the whole event being reported.

IMPORTANT NOTE – Users must ensure that the **Total known attendance** field is filled out on the **General tab** in order for the audience travel emissions to be calculated.





% of audience travelling by [travel type] – Using the slider or entering the data directly, users should indicate the percentage of audience members travelling to their event by each travel type (if applicable). Users must ensure that percentage values for each travel type are entered between 0% and 100%. Please note that all travel types combined do not necessarily need to sum up to 100% as some audience members may use multiple modes of transport to reach the venue/event.

Average return distance - Users should enter the average distance an audience member would typically make using this mode of transport to get to the event. Please note that this should be the average return distance and can be entered in either **kilometres** or **miles** using the dropdown arrow.

Average car occupancy – Users should enter the average number of passengers typically sharing the same car journey.

Please see below for the difference between the different bus/coach travel options:

Dedicated coaches – this refers to chartered coaches which deliver audience members directly to the event.

Public transport bus urban – this refers to non-chartered long distance bus travel which does not include shuttle bus travel to the event.

Public transport bus local – this refers to any short distance bus travel to the event.

AUDIENCE TRAVEL TAB – CUSTOM EMISSIONS

Please see the Energy Use tab – Custom emissions part of this guide for more information on how to enter data in this section.

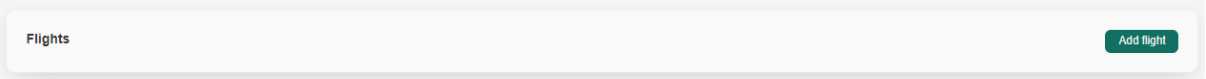
AUDIENCE TRAVEL TAB - ADDITIONAL NOTES

Please see the General tab – Additional information part of this guide for more information on how to enter data in this section.

BUSINESS TRAVEL TAB

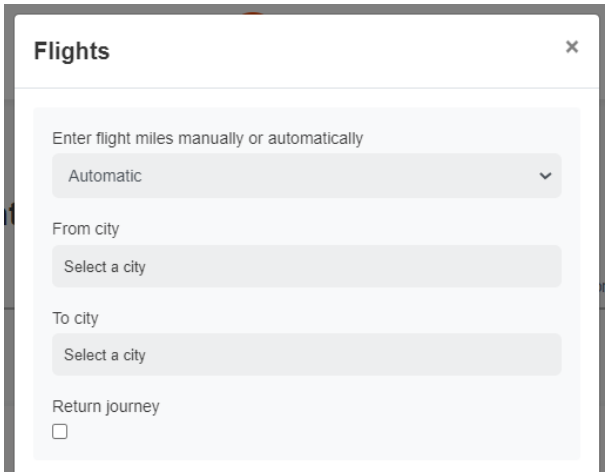
The **Business Travel Tab** is the area where users can record information regarding any non-commuter work-related travel that is connected to employee jobs including travelling for events, training and conferences.

BUSINESS TRAVEL TAB – FLIGHTS



To add a flight, users must select the **Add flight** button which will then generate a pop out box. Users then have a choice between two different types of data entry: **Automatic** or **Manual.**

When the **Automatic** function is selected, users are able to record their flight data by entering the departure and arrival destinations for the flight. The tool automatically calculates the distance between these locations to determine the carbon emissions of the flight.



From city – Users should select the departure city of the flight being recorded.

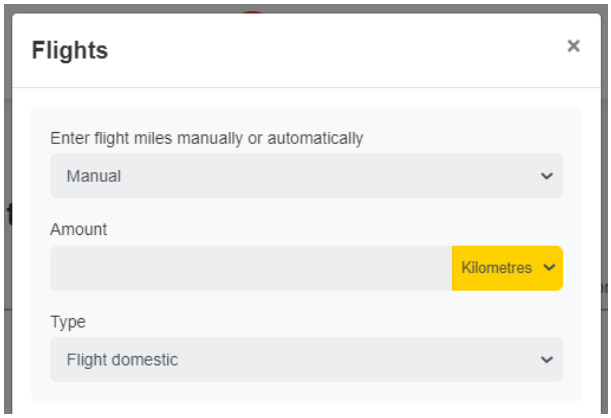
To city – Users should select the arrival city of the flight being recorded.

Return journey – Users should check this button if the journey recorded was a return flight. This will automatically calculate the return distance between the locations entered.

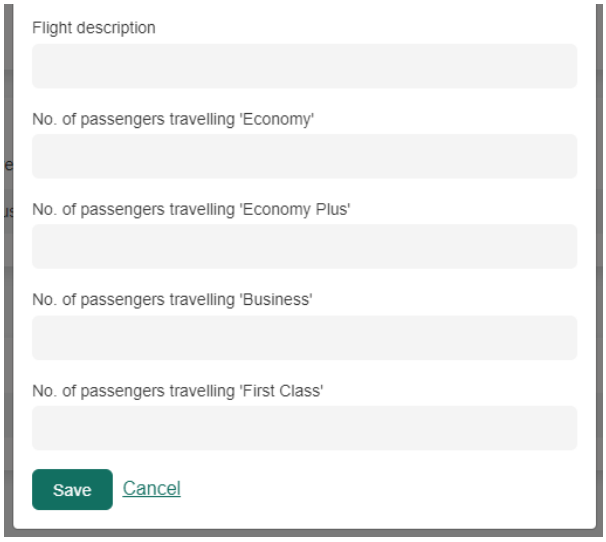
When the **Manual** function is selected, users are able to directly enter the distance of their journey. This function is useful for organisations which would prefer to enter all flight data for the year in one row rather than individual rows – please see the (*) in the section below for more information on how to do this.

Amount – Users should enter the distance travelled on the flight being recorded. This data can be entered in either **kilometres** or **miles** using the dropdown arrow.

Type – Users should select whether this journey was a domestic, short-haul or long-haul flight using the dropdown arrow.



When either selecting the **Automatic** or **Manual** functions, users will have to also indicate the number of passengers which flew in the different flight class types in order for the carbon emissions to be calculated.



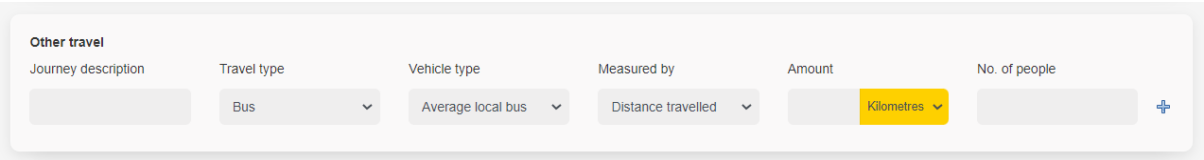
Description - Users can enter a name/description in this field to label the flight data they have recorded in the row.

No. of passengers travelling [flight class] – Users should enter the number of passengers which flew in the different flight call types: **Economy, Economy Plus, Business** and **First Class.**

(*) Where users have chosen the **Manual** function and entered combined distances for multiple flights, please ensure that the figure "1" is entered into the average flight class that was taken for these flights. Do not enter the figures for all passengers as this will over-inflate the carbon emissions calculated.

Once all the relevant data has been entered, press the **Save** button. The flight information entered will then sit within a table in the Flights section.

BUSINESS TRAVEL TAB – OTHER TRAVEL



Journey description - Users can enter a name/description in this field to label the travel data they have recorded in the row.

Users should then select from the following **Travel types** and subsequently the relevant **Vehicle type.** Please see the table below for the different options available:

Travel type	Vehicle type
Bus	Average local bus; Coach; London bus
Car	Diesel; Electric; Hybrid; LPG; Petrol
Ferry	N/A
Minibus	Biodiesel; Diesel; LPG; Petrol
Motorbike	Petrol
People carrier	Biodiesel; Diesel; Petrol
Taxi	Black cab; Hybrid cab; Regular taxi
Train	Train international; Train national
Tram	N/A
Tube	N/A

The **Travel type** and **Vehicle type** selected will determine which **Measured by** options are available and whether the **No. of people** field appears.

Measured by:

Distance travelled – In the **Amount** field, users should enter the distance travelled field on the journey in either **kilometres** or **miles** using the dropdown arrow.

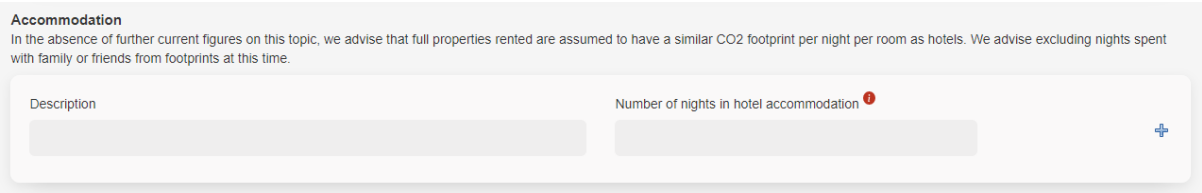
Total fuel used – In the **Amount** field, users should enter the total amount of fuel in **litres** that was used by the vehicle during the journey recorded.

Total electricity used - In the **Amount** field, users should enter the total amount of electricity in **kWh** that was consumed by the vehicle during the journey recorded.

No. of people – this field appears when **Bus, Ferry, Train, Tram** or **Tube** travel are selected as the **Travel type.** Users should enter the number of people who travelled on the recorded journey.

If users have decided to enter the total combined distances of all passengers in the **Amount** field, please ensure that the figure "1" is entered in the **No. of people** field to prevent the emissions from being accidentally over-inflated.

BUSINESS TRAVEL TAB – ACCOMMODATION



Description - Users can enter a name/description in this field to label the accommodation data they have recorded in the row.

Number of nights in hotel accommodation – Users should enter the number of nights spent in the hotel accommodation which can be derived by multiplying the number of hotel rooms by the length of stay (no. rooms x no. of nights) to get the total nights.

Please note that in the absence of further current figures on this topic, it is advised that full properties rented are assumed to have a similar CO2 footprint per night per room as hotels. It is also advised that users exclude nights spent with family or friends from footprints at this time.

BUSINESS TRAVEL TAB – CUSTOM EMISSIONS

Please see the Energy Use tab – Custom emissions part of this guide for more information on how to enter data in this section.

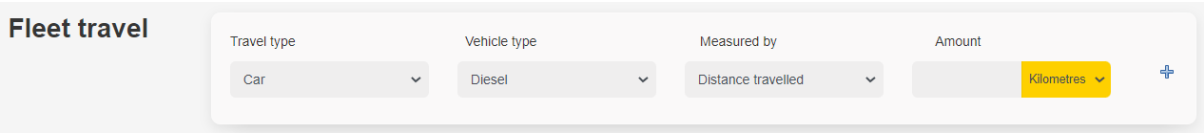
BUSINESS TRAVEL TAB - ADDITIONAL NOTES

Please see the General tab – Additional information part of this guide for more information on how to enter data in this section.

FLEET TRAVEL TAB

The **Fleet Travel Tab** is the area where users can record information regarding any travel taken place in vehicles that are owned or leased by the organisation.

FLEET TRAVEL TAB – FLEET TRAVEL



Users should select from the following **Travel types** and subsequently the relevant **Vehicle type.** Please see the table below for the different options available:

Travel type	Vehicle type
Car	Diesel; Electric; Hybrid; LPG; Petrol
Minibus	Biodiesel; Diesel; LPG; Petrol
Motorbike	Petrol
People carrier	Biodiesel; Diesel; Petrol
Van	Diesel Van; LPG Van; Petrol Van

The **Travel type** and **Vehicle type** selected will determine which **Measured by** options are available.

Measured by:

> **Distance travelled –** In the **Amount** field, users should enter the distance travelled field on the journey in either **kilometres** or **miles** using the dropdown arrow.
>
> **Total fuel used –** In the **Amount** field, users should enter the total amount of fuel in **litres** that was used by the vehicle during the journey recorded.
>
> **Total electricity used -** In the **Amount** field, users should enter the total amount of electricity in **kWh** that was consumed by the vehicle during the journey recorded.

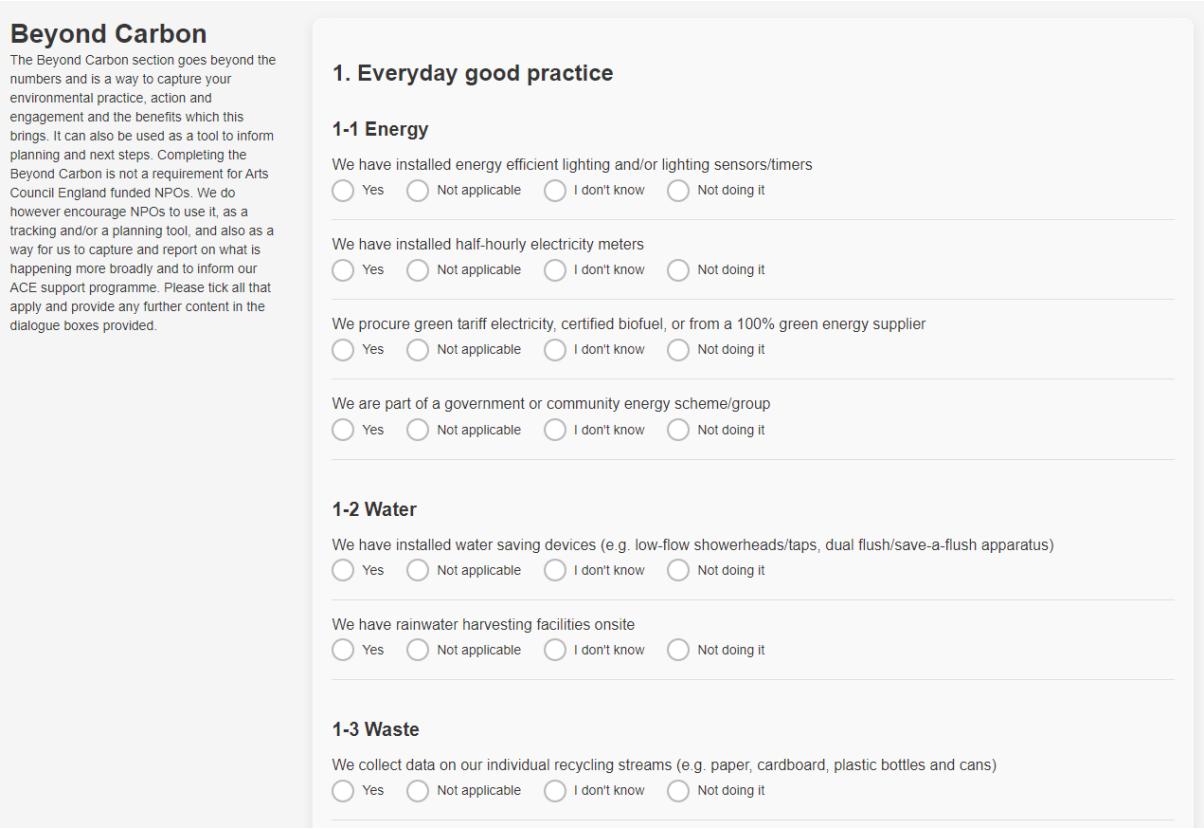
FLEET TRAVEL TAB – CUSTOM EMISSIONS

Please see the Energy Use tab – Custom emissions part of this guide for more information on how to enter data in this section.

FLEET TRAVEL TAB - ADDITIONAL NOTES

Please see the General tab – Additional information part of this guide for more information on how to enter data in this section.

BEYOND CARBON TAB



Beyond Carbon

The Beyond Carbon section 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. Everyday good practice

1-1 Energy

We have installed energy efficient lighting and/or lighting sensors/timers
Yes | Not applicable | I don't know | Not doing it

We have installed half-hourly electricity meters
Yes | Not applicable | I don't know | Not doing it

We procure green tariff electricity, certified biofuel, or from a 100% green energy supplier
Yes | Not applicable | I don't know | Not doing it

We are part of a government or community energy scheme/group
Yes | Not applicable | I don't know | Not doing it

1-2 Water

We have installed water saving devices (e.g. low-flow showerheads/taps, dual flush/save-a-flush apparatus)
Yes | Not applicable | I don't know | Not doing it

We have rainwater harvesting facilities onsite
Yes | Not applicable | I don't know | Not doing it

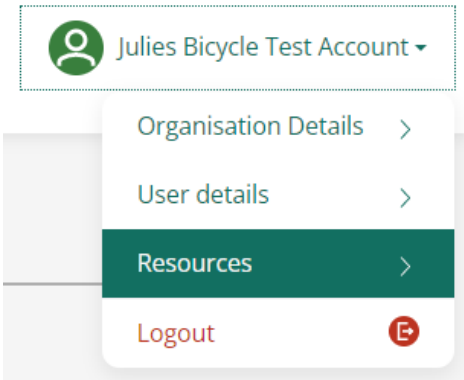
1-3 Waste

We collect data on our individual recycling streams (e.g. paper, cardboard, plastic bottles and cans)
Yes | Not applicable | I don't know | Not doing it

The Beyond Carbon section is a survey which is designed to capture the organisation's environmental practice, action and engagement which cannot otherwise be quantified using carbon emissions. This survey can be used as a checklist of best practice where organisations can work through and record what they are doing around sustainability. As this survey is filled in year on year, organisations will be able to track their qualitative improvements and plan further action.

SUBMIT - Once users have completed the data entry part of the footprint report, users submit their footprint report using the **Submit tab.** For more information on how to do this, please see the **CC Tools User Guide – General Navigation** document.

FURTHER SUPPORT

For more information regarding the CC Tools, we would recommend having a look at our other guidance documents on the Resources page or on the Julie's Bicycle website.

For specific enquiries relating to organisation data, users can contact our helpdesk via support@juliesbicycle.com.