Creative Carbon Scotland
Green Tease DIY handbook

We've been running Green Tease since 2013 always with the attitude of making stuff happen with anyone who's interested in connecting arts and sustainability. To encourage the use of the Green Tease model, we've created this DIY handbook so you can run your own Green Tease events and help to shape Scotland's arts and sustainability community of practice.

To get started, here are some simple principles that we follow that we’d like to recommend to you but firstly...

**What's Green Tease about?**

Green Tease is about getting people together to exchange knowledge, ideas, and best practices around arts and sustainability. This is always aided with a cup of tea and a better class of biscuit!

CCS runs events regularly in Edinburgh, Glasgow, Aberdeen and Dundee with the aim supporting a community of practice which addresses the role of artistic practices in contributing to a more sustainable Scotland. Read more about previous Green Tease [here](#).

**Green Tease Principles**

When using the Green Tease model we’d like to encourage you to follow these guiding principles:

1. **Build connections.** There are plenty of arts or sustainability events out there to participate in but we’re interested in arts and sustainability so make sure your event takes the opportunity to explore the connections between the two.

2. **Experiment.** There are no right answers in this area so push the boat out and try out new ideas.

3. **Encourage exchange.** Think about ways in which your event allows people to talk to one another and share ideas. You might want to factor in time for smaller breakout groups if you’re organising a discussion or just allow 15 minutes at the end for people to chat and exchange details.

4. **Open house.** Green Tease are always open to anyone who's interested so share your activities widely making use of network websites and social media to promote what you’re planning. Don’t forgot to #GreenTease

5. **Low cost...** for organisers and participants. All you really need is a focus, a place to meet and cups of tea (and biscuits!) so costs can be kept to a minimum. If you’re inviting speakers to your event you might need to think about a small fee to cover their time and/or travel expenses. If this is looking difficult you may be able to offer something in else exchange such as a skills swap, mutual event promotion or a nice box of chocolates.

6. **Sustainably run.** Think about the potential social and environmental sustainability implications of your Green Tease including areas such as accessibility, travel and waste. See below our [Sustainable Events Checklist](#) for further guidance.
Sustainable Events Checklist

Venues:
Have you checked the accessibility of the venue? Is this venue part of the Green Arts Initiative? Or some other green accreditation scheme?

Travel:
Will your event be easy to access for public transport? Have you provided information about sustainable travel to the location/venue? Is there accessible travel to the location/venue? Does the venue provide disabled parking?

Speakers:
Have you considered the environmental impact of bringing speaker to your event? Can you minimise this?

Waste:
Have you considered the potential waste or left over materials that will result from your event/project? Could you provide facilities to minimise waste and encourage the reduction, reuse, recycling or composting of materials?

Technical requirements:
Have you explored more energy efficient tech options?

Publicity:
Have you considered how you will publicise your event and reach a wide range of networks and potential audiences?
If you are producing print for your event; are you intending to use an environmentally friendly printer? Do they use FSC Certified or recycled paper? Do they use vegetable based inks? Are they local?

What next?
Ready to go? Go ahead and starting planning your event. Once you have an idea, you might want to think through the following:

1. What’s the event title? How will this appeal to both arts and sustainability practitioners?
2. What are your event goals and objectives? What do you want people to learn or do? Will there be any follow up?
3. What’s your budget?
4. How will you advertise your activity so as to reach diverse audiences?
5. Will you partner with anyone on the running of your event? E.g. venue, speakers, facilitators?
6. Who are your event suppliers?
7. Will you create event branding?

Once you have all these details together feel free to send it on to CCS Producer, Gemma Lawrence at gemma.lawrence@creativecarbonscotland.com.
Need some help running your event?

Submit your event ideas to our **Green Tease Open Call** and, subject to our selection process, we’ll provide the following support to help make your event happen:

- Up to £175 budget. This could cover organising or presenting at the Green Tease, refreshments, and venue hire if necessary (often we can help to source a venue free of charge);
- Help marketing your event to the Green Tease network;
- Event evaluation.

Happy Green Tease-ing!