Ready to Act?

Turning Sustainability into Organised Practice

SELF ASSESSMENT

A light internal sustainability check for cultural and performance arts organisations

Purpose: This tool helps organisations check whether they have the internal conditions needed to organise, coordinate and follow up sustainability work. It does not measure overall sustainability performance. It focuses on responsibility, internal coordination, departmental involvement, timing, operations, communication, capacity and continuity.

Suggested use: Complete individually or as a short group reflection with the people closest to planning and daily practice. In smaller organisations, one person may cover several roles. This check can be repeated every six months/annually.

Scale: 1 = Not in place | 2 = Mostly not in place | 3 = Partly in place | 4 = Mostly in place | 5 = Fully in place

Section A. Governance, responsibility and support

statement	score
1. Our organisation has identified who is responsible for coordinating sustainability-related work, or who can help coordinate initial steps.	1 2 3 4 5
2. Sustainability has support from leadership or the people who guide organisational decisions, formally or informally.	1 2 3 4 5
3. There is clarity on who can approve, support or unblock sustainability-related decisions.	1 2 3 4 5
4. Sustainability is connected to planning, budgeting, policy or day-to-day decision-making, not only to occasional initiatives.	1 2 3 4 5

Section B. Green Team or internal coordination structure

statement	score
5. Our organisation has a Green Team or equivalent internal group for sustainability.	1 2 3 4 5
6. If such a group exists, its purpose is clear: coordination, internal discussion, follow-up, information gathering or practical changes.	1 2 3 4 5
7. The group includes, or could consult, people who understand both organisational decisions and daily operations.	1 2 3 4 5
8. The group has a regular rhythm of meetings or check-ins that fits the organisation's annual cycle.	1 2 3 4 5

Section C. Departmental coverage and external collaborators

statement	score
9. The organisation has identified which departments or roles need to be involved in sustainability coordination.	1 2 3 4 5
10. Sustainability coordination includes, or could include, leadership, administration, production, technical teams, venue/facilities, front-of-house and communication.	1 2 3 4 5
11. Front-of-house or audience-facing staff have a way to share practical observations about waste, water, audience behaviour, accessibility or public information needs.	1 2 3 4 5

Section D. Timing, pressure and opportunity

statement	score
12. The organisation has identified the periods of the year when sustainability discussions are most useful.	1 2 3 4 5
13. Sustainability is discussed early enough to influence programming, production, procurement, technical planning, communication or audience-facing decisions.	1 2 3 4 5
14. The organisation recognises opportunity periods, such as budgeting, procurement, staff training, season planning, maintenance or post-season review.	1 2 3 4 5

Section E. Operations, communication and evidence

statement	score
15. Sustainability discussions are connected to practical systems such as energy, materials, waste, transport, procurement, scheduling, catering, maintenance or venue operations.	1 2 3 4 5
16. Operational staff can raise practical barriers, risks or improvement ideas before decisions are finalised.	1 2 3 4 5
17. Sustainability-related information can be gathered from different departments and distinguished as intentions, actions, results or evidence.	1 2 3 4 5

Section F. Capacity and continuity

statement	score
18. Sustainability coordination can be integrated into existing meetings, workflows or planning cycles.	1 2 3 4 5
19. Sustainability work can continue beyond one person, one project, one production or one funding period.	1 2 3 4 5
20. The organisation can review progress periodically and adjust actions based on what has worked or failed.	1 2 3 4 5

Open reflection questions

1. Who currently needs to be involved for a sustainability-related decision to move from discussion to action?

2. Does your organisation have a Green Team or equivalent coordination structure? If yes, what does it influence and what is missing? If no, what simple format could it start with?

3. Does your organisation have procurement criteria or clauses for external collaborators that support sustainability? If yes, what do they cover and are they used consistently? If no, how could sustainability be considered before purchasing, contracting or collaborator-related decisions are made?

4. At which moments in your annual cycle could sustainability discussions be most useful? Consider planning, budgeting, procurement, production design, travel/logistics, communication, staff training, quieter administrative periods and post-season review.

5. What is one practical decision that could be influenced in the next three months?

Scoring

Score	Level	Meaning
20-45	Initial stage	Interest or need is present, but the internal structure is not yet strong enough. Start by identifying responsible people involving relevant roles and agreeing a simple way of working.
46-68	Emerging structure	Some elements are present but responsibilities, timing, authority or information flow may still be unclear. Clarify coordination and connect sustainability to operational planning.
69-85	Functional internal organisation	There is a workable basis for coordinated action. Select first actions, assign responsibilities, connect them to existing workflows and review progress.
86-100	Embedded internal organisation	Conditions for sustained action are strong. Maintain continuity, strengthen evidence-gathering and connect sustainability work to governance, operations and communication.

Sustainable Culture Toolkit

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