



TICKETING AND BOX OFFICE OBJECTIVES & TARGETS

	2013-2015 OBJECTIVES	TARGETS 2013-2015	INDICATORS	DEADLINE
1	ENERGY: Reduce Electricity Consumption 12% by 2015	1. Pre-set all office equipment to energy saving modes (includes printers, computers etc.) and encourage employees to power down work stations & turn off lights when not in use	1. Employee communications and office equipment set to energy saving modes	1. December 2014
2	WASTE: Achieve 75% Diversion Rate by 2015	1. Ensure waste from Box Office Renovation Phase 2 is properly disposed of 2. Provide additional blue recycling bins in the Box Office to increase paper recycling	1. Communication with Operations & vendors 2. Additional Receptacles Available	1. December 2013 2. December 2014
3	WASTE: Increase Diversion of Hazardous and Universal Waste	1. Promote battery recycling in the Box Office by providing a battery bucket and encourage employees to bring from home 2. Add signage to reinforce proper disposal of toner cartridges and E-waste	1. Battery Receptacle Available 2. Employee communications and signage	1. December 2013 2. December 2013
4	SUSTAINABLE PURCHASING: Increase Sustainable Purchasing: Consumable Goods & Technology	1. Source sustainable options for supplies purchased in bulk and when purchasing out-of-the-ordinary items like small appliances, printers, new technology equipment, etc. 2. Identify possibility for environmentally preferred will-call envelopes or decreased use of existing envelopes	1. Increase in supplies that meet AEG's Environmentally Preferable Purchasing (EPP) Guidelines 2. Will-call Envelope is used less frequently and/or the envelope is made out of paper that meets AEG's EPP guidelines	1. December 2013 2. December 2015
5	EDUCATION: Increase Environmental Education to 100%	1. Provide scripts for Box Office Team Members to answer guest questions about our environmental program and document these occurrences 2. Increase environmental messaging to team members by incorporating Green Team & EMS Updates in BO Training materials & meetings 3. If new LED External Box Office Signage is purchased in the future, incorporate green tips and/or messaging	1. Team Member script & log of environmental inquiries 2. Employee communications & increased environmental awareness 3. LED External Box Office signage includes environmental messaging	1. December 2014 2. December 2014 3. December 2015
6	EDUCATION: Increase Emergency Preparedness to 100%	1. Implement refresher training for Emergency Preparedness	1. Tracked emergency preparedness training	1. December 2014