



SCRIPTS & EMAILS

What to say, and when. Front of house, the advance, load-in and recruitment.

FRONT-OF-HOUSE ANNOUNCEMENTS

One sentence. Said by a human who sounds like a human. Use whichever fits the room — or write your own, which is better. **The rule:** say what you *did*, not what you *believe in*. “The bins by the bar are split three ways” is a sentence someone can act on.

STANDARD

Quick one before we start — we're a Green Room Pact venue, which means we've committed to treating everyone who makes tonight's music with respect, telling you honestly how to get in and out of this place, and sorting our waste properly. The bins are split three ways. Thanks for being here.

SHORT

We're a Green Room Pact venue. Bins are split three ways by the bar. Enjoy the music.

WARMER / SMALLER ROOM

Before we start — you might've seen the handshake on the door. We've signed something called the Green Room Pact. It means everyone who set this up today knows what's expected of them and is treated well, and it means we tell you straight about access and transport before you buy a ticket. Small stuff. Adds up. Have a great night.

LATE SHOW / SHORT ATTENTION

Green Room Pact venue — bins are split three ways, and there's a named person to find if you need anything tonight. That's it. Here we go.

WHEN THERE'S A SPECIFIC ASK

One thing — we're a Green Room Pact venue and there's no idling out the back, so if you're waiting in a van, kill the engine. Bins by the bar are split three ways. Cheers.

AS GAELGE

Is ionad de chuid an Green Room Pact muid. Tá na boscaí bruscair roinnte ina dtrí cinn ag an mbeár. Bainigí sult as an gceol.

Please have the Irish checked by a native speaker before use.

ADVANCE EMAIL — TO PROMOTER OR AGENT

Subject: [ARTIST] at [VENUE], [DATE] — advance + Green Room Pact

Hi [NAME],

Ahead of [DATE] – we're a Green Room Pact venue, which affects a few practical things for this performance:

- **Sustainability Lead:** [NAME], [MOBILE]
- **Safety contact:** [NAME], [MOBILE]
- **Access & travel note:** we'll publish this before on-sale – please include the link in your announce copy
- **No idling** at load-in and load-out – please brief your driver
- **Waste:** three streams front of house and backstage
- **Catering:** plant-rich by default, and less single-use plastic in the rider – flag anything that won't work for you
- **Roles:** we'll confirm who's responsible for what on the night before load-in

Anything here you need changed, tell me now rather than on the day.

[NAME]

CREW BRIEFING – AT LOAD-IN

Subject: [DATE] load-in – quick brief

Hi all,

Load-in [TIME], doors [TIME].

- **Safety contact today:** [NAME] – [MOBILE]
- **Sustainability Lead:** [NAME]
- **No idling** at the load-in door. Engines off.
- **Bins:** three streams, labelled, front of house and backstage
- **Water:** refill point at [LOCATION] – bring a bottle

We're a Green Room Pact venue. If anything about how you're treated here today falls short of that, come to me directly.

[NAME]

RECRUITMENT – IMRO TO VENUES

Subject: The Green Room Pact – open to your venue

Hi [NAME],

The Green Room Pact launched in September with four launch venues in Galway, Limerick, Donegal and Dundalk. It's now open to any venue in Ireland that hosts live music.

It's four commitments: make access clear and build safety in; fair work, clear expectations and respect backstage; rail first where you can and engines off at the door; right-sized power, three bins and plant-rich catering.

It's free and voluntary, and entirely separate from music licensing. After each performance your team runs a short review – what worked, what to improve.

You get the full toolkit: signage, bin labels, front-of-house scripts, social assets, and the Green Handshake mark for your door and your website.

Sign here: greenroomcompact.ie

[NAME], IMRO