

PRODUCING

CHECK LIST

Work with the agency and client to define the envisaged goals and measures of green production and discuss their impact on timing and costs.

Communicate your mission statement on the website,
as well as to all team members and service providers.

The issue of green production should be included on all documents, from the call sheet to the PPM booklet.

Send the green production check list to all departments.

Convene a kick-off meeting with all HoDs and
communicate the envisaged green production measures.

Raise awareness of the issue among service providers and
discuss the alternative requirements and technologies needed.

Consider in advance what will happen with items purchased for the shoot once it is over.

Can they be recycled? Are they really needed?

Certain data needs to be collected in order to prepare the carbon footprint –
you will receive a list from the green consultant. Send this info to all departments
in advance to ensure this data is documented.

ENQUIRY & PITCH

Use GP-PBSs (green production brief specs) to define clear objectives & measures with the agency.

You can download a template from the [ADVERTISING FILM PRODUCERS](#) website.

Discuss the options for green production with the director and camera team. E.g. alternative implementation/inclusion environmentally friendly actions/green storytelling for the director's interpretation (e.g. number of locations, alternative studio, filming location, local casting, daylight ...).

Research, take out an option and cost the service package with a green consultant as early as the pitch phase.

E.g.. availabilities and, if applicable, additional costs for electric cars, alternative generators, LED light and hotels with green certification etc.

Itemise the additional costs of green production measures in a transparent form in the budget. This can account for up to 3% of the budget, depending on the project. E.g. green consultant, staff to document the carbon footprint parameters, decisions on crew sizes and location changes etc.

Consult with the agency to discuss and consider any offsetting costs for the project, e.g. offsetting of unavoidable flights.

Discuss with the agency which CO2e calculator should be used for the carbon footprint.

Brief service production on green production and check possibilities and costs for their on-site implementation.

Use the cover letter to describe the preferred options for green production measures and state the pros and cons of a 'local' shoot v. 'non-local shoot' from an ecological perspective.

Prepare timings with due consideration of the green production measures and potentially longer lead times for planning and research as well as alternative travel. **Remember that the time factor is of material importance for green productions.**

SHOOT SCHEDULING

Raise the awareness of the agency and client to the impact of team size and try to keep the team as small as possible.

Consider the topic of green production in the PPM and PPM booklet.

Suggest alternative measures to avoid travel. E.g. digital meetings, remote processes, e-castings and online acceptance. Doing so saves time and money, as well as carbon emissions.

Book 'local' crew whenever possible and brief all departments.

Try to ensure efficient planning of prep & shooting logistics and always check whether there are options to reduce items in the process or make them more sustainable.

Work whenever possible with service providers that meet energy-efficient technology requirements and provide vehicles running on alternative fuels.

Ask the studios whether they use renewable energy sources.

Take care during pre-production, shooting and post-production that low-meat, vegetarian or vegan meals and sustainable drinks are offered as much as possible. Avoid disposable tableware and cups.

Discuss with catering the installation of water dispensers on set, state an exact number of meals and check whether advance orders are possible in order to prevent food wastage. Check whether the distribution of leftovers to team members or donations would be possible. Drinks should be ordered from local suppliers in glass or PET deposit bottles. Waste must be separated.

Calculate the energy requirements for the shoot at an early stage so that alternative power sources can be considered or – if generators are needed – order them only in the required capacities.

Discuss the shooting ratio and resolution to generate less data, data processing and storage in the post-production process.

Review in advance which post-production companies (incl. sound studios) cooperation would be possible on a largely 'local' basis and check the sustainable measures they implement. E.g. electricity from renewable energy sources, remote solutions, green IT and servers or other measures.

Offer your client remote post-production options for online, grading, recording studio and acceptance that minimise travel.

RECYCLING & REUSE

Prior to the shoot, discuss with the departments the recycling and waste plan for built and purchased items – including all costs of transport, reuse and disposal.

Also include the agency and client in this process and enquire as to storage or recycling.

Use leftover materials for future productions.

Donate discarded clothes to second-hand clothes shops or social initiatives. Propose charitable organisations that distribute clothes to the needy.

Donate used set structures and props that will not be stored or reused for a follow-up shoot to schools, second-hand shops or charitable institutions.

OFFICE

Print as little as possible and, when it is necessary, use double-sided printing on 100% recycled paper. Configure the printer settings on your computers to meet these requirements.

Use excess prints to make notes.

Send call sheets, schedules, storyboards and scripts digitally.

Compress email attachments to below 10 MB or send larger files by link.

Post call sheets, schedules, storyboards and scripts on set in A3 format on pin boards. Otherwise avoid all print-outs and issue them only on request.

Use phones or tablets to view and comment on production documents. Work with PDF notes

Digitally sign any NDA documents required by the clients and send them by email. The same applies to all other contracts and forms.

Consider paperless options (e.g. digital job folders, paperless accounting).

Purchase sustainable office supplies.

Use eco-friendly search engines.

DISPOSAL

Prepare waste separation and retrieval with a selected waste management company.

Discuss recycling and waste disposal details with production management.

Install suitable waste baskets and waste separation facilities.

Never just hang up individual rubbish bags, as they contradict the principle of waste separation.

Familiarise your team with the waste separation system.

Install ash trays to collect cigarette butts and ideally recycle if possible (TobaCycle Bin).

MATERIALS

Label water bottles with names for use by anyone who does not bring a personal cup and bottle.

Label cups with names so that they are used more than once.

Avoid polystyrene for displaying storyboards or other documents.

Use environmentally friendly ecological detergents and soaps.

Use natural sponges and cotton towels instead of paper towels.

Use consumables made from recycled paper and cardboard, not products made from PVC or foil.

Use bags made of fabric and not plastic.

AVOIDANCE OF TOXINS AND ENVIRONMENTALLY HARMFUL MATERIALS

Discuss and brief departments on how to avoid unsustainable, environmentally harmful and toxic materials.

NUTRITION

Buy fair trade organic coffee or tea/no aluminium or plastic coffee capsules.

Pay attention to organic, regional, seasonal and fair trade products when purchasing food (fruit and vegetables etc.).

Switch off devices that are not needed, e.g. coffee makers.

Make sure that take-away meals use a reusable system. Large restaurants have been required to offer reusable packaging since 2023.

It can be requested using the standard ordering apps.

ENERGY

Organise stationary current connections and avoid generators. Revert to electricity storage systems if this is not possible.

They should be charged using current from renewable energy sources or by means of hybrid, gas generators and electricity storage systems that are powered by mixed current. If this is not possible, rent a generator that complies with the latest STAGE IV or V standards. At least STAGE IIIA with particle filter if they are not available.

Check whether generators can be wholly or partially powered by alternative fuel (ideally 100%).

Use alternative forms of energy from solar and wind power such as solar panels on cloakrooms/trailers etc.

Avoid gas heaters. Instead use traditional sources of heat such as blankets or infrared or UV heaters.

Remind the crew to switch off all of their electrical work equipment during lunch breaks.

Use renewable energy sources and LED bulbs in your office spaces.

Only use power packs and rechargeable batteries if mains voltage is not available.

Use up batteries that cannot be recharged but are fitted in the devices and then professionally dispose of them.

Avoid leaving equipment in stand-by and use sockets with countdown timer instead (saving up to 70%) and switch off your laptops, the light and the printer every evening.

TRANSPORT

Avoid leaving vehicles with the engine running.

Doing so produces preventable emissions and is prohibited by law.

Rent electric, hybrid and CNG cars when possible.

Incentivise the crew and cast to use local public transport by providing discounted tickets for buses and trains.

Make precise travel plans during the prep phase in order to avoid unnecessary journeys.

Use local public transport or bicycles to go to the office, meetings or the set.

Use city bike initiatives.

Select electric vehicles when using car sharing services.

Find a green taxi company. Green taxis can be selected in various apps.

Travel long distances by train.

ACCOMMODATION

Prioritise apartments or hotels with green certification.

GREEN IS THE NEW NORMAL! BE A TRANSFORMER!

Share these notes with the assistants on location and with service production if on board, to ensure optimal cooperation and to organise a more sustainable shoot.

This check list is the basis for the green production; individual measures must be organised depending on the specific project.