

# FILMMAKERS' SUSTAINABLE DOCUMENTARY PRODUCTION CHECKLIST - BASIC

<b>BASIC</b>	<i>Insert production or company name</i>
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*This checklist is for smaller productions, or if you're short of time. Some of the suggested actions in this checklist may be inappropriate for your particular circumstances. If this is the case, just use the ones that are appropriate and add further items if you need to.*

## ACTION

## DETAILS OF MEASURES TAKEN

### **Principles and practices**

Write a clear environmental statement and communicate it to the team	<input type="checkbox"/> Yes	
Calculate the baseline energy and resource use for your company or project	<input type="checkbox"/> Yes	
Commit to reducing, reusing and recycling in order to cut consumption	<input type="checkbox"/> Yes	
Reduce carbon footprint as far as possible	<input type="checkbox"/> Yes	
Calculate total CO2 emissions after all possible reduction measures	<input type="checkbox"/> Yes	
Offset CO2 emissions with Gold Standard provider	<input type="checkbox"/> Yes	
Where possible, choose crew and suppliers who work in a sustainable way	<input type="checkbox"/> Yes	

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Provide training and support for staff and crew - including freelance and short contract staff	<input type="checkbox"/> Yes	
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### **Energy**

Choose equipment and lighting with the lowest energy consumption	<input type="checkbox"/> Yes	
Choose equipment manufactured with the lowest use of energy and materials	<input type="checkbox"/> Yes	
Choose an energy supplier which provides electricity from 100% renewable sources	<input type="checkbox"/> Yes	
Adjust heating and air-conditioning thermostats to minimise energy use	<input type="checkbox"/> Yes	
Switch off all equipment when not in use	<input type="checkbox"/> Yes	
Unplug any equipment which draws 'vampire' power when switched off	<input type="checkbox"/> Yes	
Use tapeless production where possible	<input type="checkbox"/> Yes	
Consider shared office facilities to reduce energy and resource use	<input type="checkbox"/> Yes	

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	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

### **Supplies**

Use file-sharing and downloads rather than DVDs and tapes	<input type="checkbox"/> Yes	
Avoid printing documents unless essential - use e-mail, USB drives and web-based document sharing	<input type="checkbox"/> Yes	
Use only recycled or FSC certified paper and card, and print double sided using vegetable or water-based inks	<input type="checkbox"/> Yes	
Replace disposable cups, plates and cutlery with reusable washable ones	<input type="checkbox"/> Yes	
Replace bottled water with refillable water bottles	<input type="checkbox"/> Yes	
Buy local, ethically produced and environmentally friendly supplies	<input type="checkbox"/> Yes	

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Buy in bulk to reduce waste in packaging and transport	<input type="checkbox"/> Yes	
Buy furniture from sustainable sources - look for FSC certification. Or consider second-hand furniture	<input type="checkbox"/> Yes	
Provide plenty of recycling bins and arrange regular recycling collections	<input type="checkbox"/> Yes	
Compost green waste	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

### **Travel**

Avoid use of air travel wherever possible	<input type="checkbox"/> Yes	
Use local crews wherever possible	<input type="checkbox"/> Yes	
Use videoconferencing or internet telephony to reduce travel	<input type="checkbox"/> Yes	

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Work at home when possible to minimise commuting travel	<input type="checkbox"/> Yes	
Choose vehicles with the best fuel consumption and lowest emissions	<input type="checkbox"/> Yes	
Encourage use of bicycles, public transport and carshares for daily commuting		
Choose eco-certified and local hotels whenever possible	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

### **Other**

Respect local cultures and peoples	<input type="checkbox"/> Yes	
Treat animals and wildlife responsibly - ideally by following an approved ethical code	<input type="checkbox"/> Yes	
Ask all of your suppliers what their environmental policies are - adding your consumer pressure	<input type="checkbox"/> Yes	

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	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

Completed by:

Date:

Reviewed by:

Date:

Updated by:

Date:

Reviewed by:

Date:

Signature:

Signature:

Signature:

Signature: