

FILMMAKERS' SUSTAINABLE DOCUMENTARY PRODUCTION CHECKLIST - POST-PRODUCTION

<b>POST-PRODUCTION</b>	<i>Insert production or company name</i>
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*Every production is different, so some of the suggested actions in this checklist may not be relevant for your particular circumstances. If this is the case, just use the ones that are appropriate and add further items if you need to.*

<b>ACTION</b>		<b>DETAILS OF MEASURES TAKEN</b>
<b>Energy</b>		
Choose video and audio editing equipment 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 facility house with lowest use of energy	<input type="checkbox"/> Yes	
Turn down or switch off heating and air conditioning whenever possible	<input type="checkbox"/> Yes	
Use rechargeable batteries wherever possible	<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	
Consider using small or home-based editing facilities to reduce energy use	<input type="checkbox"/> Yes	

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

**Supplies**

Use tapeless production where possible	<input type="checkbox"/> Yes	
Avoid printing documents - use laptops, PDAs and smartphones	<input type="checkbox"/> Yes	
Use electronic marketing and distribution materials wherever possible	<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 produce and supplies	<input type="checkbox"/> Yes	

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Buy in bulk to reduce waste in packaging and transport	<input type="checkbox"/> Yes	
Consider vegetarian options to reduce meat consumption	<input type="checkbox"/> Yes	
Compost green waste	<input type="checkbox"/> Yes	
Recycle or donate any unwanted equipment at the end of post	<input type="checkbox"/> Yes	
Provide plenty of recycling bins and arrange regular recycling collections	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

**Transport**

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Avoid using air transport wherever possible	<input type="checkbox"/> Yes	
Use local staff and freelances whenever possible	<input type="checkbox"/> Yes	
Choose vehicles with the best fuel consumption	<input type="checkbox"/> Yes	
Ride-share to reduce the number of vehicles	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

**Accommodation**

Choose eco-certified hotels	<input type="checkbox"/> Yes	
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Use local hotels rather than international chains to ensure cash stays in the community	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

**Other**

Ask all of your suppliers what their environmental policies are - adding your consumer pressure	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

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Completed by:

Signature:

Date:

Reviewed by:

Signature:

Date:

Updated by:

Signature:

Date:

Reviewed by:

Signature:

Date: