

**CODE OF BEST PRACTICES
IN SUSTAINABLE FILMMAKING**

CHECKLIST - OFFICE + PRE-PRODUCTION



OFFICE & PRE-PRODUCTION	<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.

ACTION

DETAILS OF MEASURES TAKEN

Energy

Choose equipment with the lowest energy consumption	Yes	
Choose equipment manufactured with the lowest use of energy and materials	Yes	
Consider shared office facilities to reduce energy and resource use	Yes	
Adjust heating and air-conditioning thermostats to minimise energy use	Yes	
Switch off all equipment when not in use	Yes	
Unplug any equipment which draws 'vampire' power when switched off	Yes	
Install energy efficient lighting	Yes	
Buy electricity from a renewable source	Yes	
	Yes	

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Supplies

Use file-sharing and downloads rather than DVDs and tapes	Yes	
Avoid printing documents unless essential - use e-mail, USB drives and web-based document sharing	Yes	
Use electronic documents and materials for pitching, treatments and submissions whenever possible	Yes	
Use only recycled or FSC certified paper and card	Yes	
Print double-sided	Yes	
Use vegetable or non-toxic ink	Yes	
Replace disposable cups, plates and cutlery with reusable washable ones	Yes	
Replace bottled water with refillable water bottles	Yes	
Buy local produce and supplies	Yes	
Buy in bulk to reduce waste in packaging and transport	Yes	

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Buy fair-trade and ethically produced food and supplies	Yes	
Consider vegetarian options to reduce meat consumption	Yes	
Buy furniture from sustainable sources - look for FSC certification	Yes	
Buy environmentally friendly bio-degradable cleaning supplies	Yes	
Compost green waste	Yes	
Provide plenty of recycling bins and arrange regular recycling collections	Yes	
	Yes	
	Yes	
	Yes	

Travel

Encourage use of bicycles, public transport and carshares for daily commuting	Yes	
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Work at home when possible to minimise commuting travel	Yes	
Use videoconferencing or internet telephony to reduce travel	Yes	
	Yes	
	Yes	
	Yes	

Other

Use electronic banking whenever possible	Yes	
Ask all of your suppliers what their environmental policies are - adding your consumer pressure	Yes	
	Yes	
	Yes	
	Yes	

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Completed by:

Date:

Reviewed by:

Date:

Updated by:

Date:

Reviewed by:

Date:

Signature:

Signature:

Signature:

Signature: