

**CODE OF BEST PRACTICES  
IN SUSTAINABLE FILMMAKING**



**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.*

<b>ACTION</b>		<b>DETAILS OF MEASURES TAKEN</b>
<b>Principles and practices</b>		
Write a clear environmental statement and communicate it to the team	Yes	
Calculate the baseline energy and resource use for your company or project	Yes	
Commit to reducing, reusing and recycling in order to cut consumption	Yes	
Reduce carbon footprint as far as possible	Yes	
Calculate total CO2 emissions after all possible reduction measures	Yes	
Offset CO2 emissions with Gold Standard provider	Yes	

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Where possible, choose crew and suppliers who work in a sustainable way	Yes	
Provide training and support for staff and crew - including freelance and short contract staff	Yes	

**Energy**

Choose equipment and lighting with the lowest energy consumption	Yes	
Choose equipment manufactured with the lowest use of energy and materials	Yes	
Choose an energy supplier which provides electricity from 100% renewable sources	Yes	
Adjust heating and air-conditioning thermostats to minimise energy use	Yes	
Switch off all equipment when not in use	Yes	

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Unplug any equipment which draws 'vampire' power when switched off	Yes	
Use tapeless production where possible	Yes	
Consider shared office facilities to reduce energy and resource use	Yes	
	Yes	
	Yes	
	Yes	

**Supplies**

Use file-sharing and downloads rather than DVDs and tapes	Yes	
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Avoid printing documents unless essential - use e-mail, USB drives and web-based document sharing	Yes	
Use only recycled or FSC certified paper and card, and print double sided using vegetable or water-based inks	Yes	
Replace disposable cups, plates and cutlery with reusable washable ones	Yes	
Replace bottled water with refillable water bottles	Yes	
Buy local, ethically produced and environmentally friendly supplies	Yes	
Buy in bulk to reduce waste in packaging and transport	Yes	
Buy furniture from sustainable sources - look for FSC certification. Or consider second-hand furniture	Yes	
Provide plenty of recycling bins and arrange regular recycling collections	Yes	

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Compost green waste	Yes	
	Yes	
	Yes	

**Travel**

Avoid use of air travel wherever possible	Yes	
Use local crews wherever possible	Yes	
Use videoconferencing or internet telephony to reduce travel	Yes	
Work at home when possible to minimise commuting travel	Yes	

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Choose vehicles with the best fuel consumption and lowest emissions	Yes	
Encourage use of bicycles, public transport and carshares for daily commuting		
Choose eco-certified and local hotels whenever possible	Yes	
	Yes	
	Yes	

**Other**

Respect local cultures and peoples	Yes	
Treat animals and wildlife responsibly - ideally by following an approved ethical code	Yes	

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Ask all of your suppliers what their environmental policies are - adding your consumer pressure	Yes	
	Yes	
	Yes	

Completed by:

Date:

Reviewed by:

Date:

Updated by:

Date:

Signature:

Signature:

Signature:

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Reviewed by:

Date:



Signature: