

COSTUME CHECK LIST

Prior to the shoot, discuss with production the recycling and waste plan for manufactured and purchased costumes – including all costs of transport, reuse and disposal.

Raise awareness for green production among service providers.

**Consider in advance what will happen with items purchased for the shoot once it is over.
Can they be recycled? Are they really needed?**

ENERGY

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

Only use rechargeable power packs and 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.

MATERIALS

Prioritise borrowing costumes from the stocks or buying them in second-hand shops.

Where new purchases are necessary, make sure to buy sustainable and certified clothing and/or clothing without blended fibres whenever possible.

Also prioritise buying 'keep warm' and 'comfort' clothing second-hand, or look for fair-trade and ethical brands when buying new items.

Try to plan as precisely as possible to avoid ordering excess items and to minimise returns.

Use wooden clothes hangers and fabric garment bags.

Avoid throwing away hangers and garment bags from the dry cleaners - and instead return them next time.

Avoid disposable products.

Use environmentally friendly ecological detergents and soaps.

Buy energy-efficient irons, steam irons and kettles when they need to be replaced.

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

Use natural sponges and cotton towels instead of paper towels.

Use environmentally friendly cleaning agents.

Use bags made of fabric and not plastic.

DISPOSAL

Make sure that there are sufficient recycling facilities in your workshops - especially for paper, plastics (bags, garment bags, bottles) and textile waste.

Discuss with production management/production appropriate waste separation systems (bags, etc.) to clear your department's waste and to prepare it for recycling and composting.

Bring a personal, refillable water bottle and coffee mug to the shoot in order to avoid disposable bottles and mugs.

RECYCLING & REUSE

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.

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.

Post call sheets, schedules, storyboards and scripts on set in A3 format on pin boards.

Print-outs are only provided 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.

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

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

Purchase sustainable office supplies.

Use eco-friendly search engines.

CATERING

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.

TRANSPORT

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 your team 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.