

PRODUCTION MANAGEMENT

CHECK LIST

Schedule a green production kick-off meeting with production (and the green consultant) at the start of production.

The meeting is used to define how green production will be implemented on the basis of the measures proposed by production. Include other heads of department if necessary.

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?

COMMUNICATION

Indicate a **GREEN PRODUKTION** on the first page of the call sheets. Use this template to prepare a form and compile tips and information about this topic.

Inform every team member and the service providers at an early stage that the project is classed as a green production and enquire as to their prior experience/offers.

Send the green production check list to all departments.

Certain data needs to be collected in order to prepare the carbon footprint - you will receive a list from the green consultant.

Send this info to all departments in advance to ensure this data is documented.

SHOOT SCHEDULING

Schedule the location recce/director's recce/technical recce in such a way that there is no additional travel and that crew numbers are kept to a minimum.

Work with service providers that meet energy-efficient technology requirements and provide vehicles running on alternative fuels.

Ask the studios whether they use renewable energy sources.

Take care during pre-production and shoot catering that low-meat, vegetarian or vegan meals and sustainable drinks are offered as much as possible and that no disposable tableware and cups are used.

Discuss with catering the installation of water dispensers on set, state an exact number of meals and check whether advance orders are possible in order to prevent food wastage.

Check whether the distribution of leftovers or donations would be possible. Drinks and water should be ordered from local suppliers in glass or PET deposit bottles. Waste must be separated.

Calculate the energy requirements for the shoot at an early stage so that alternative power sources can be considered or - if generators are needed - order them only in the required capacities.

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.

Send call sheets, schedules, storyboards and scripts digitally.

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

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

Otherwise avoid all print-outs and issue them only on request.

... OFFICE

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.

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

Purchase sustainable office supplies.

Use eco-friendly search engines.

DISPOSAL

Prepare waste separation and retrieval with a selected waste management company.

Install suitable waste baskets and waste separation facilities. Never just hang up individual rubbish bags.

Familiarise your team with the waste separation system.

Install ash trays to collect cigarette butts and ideally recycle if possible (TobaCycle Bin).

MATERIALS

Label water bottles with names for use by anyone who does not bring a personal cup and bottle.

Label cups with names so that they are used more than once.

Avoid polystyrene for displaying storyboards or other documents.

Use environmentally friendly ecological detergents and soaps.

Use natural sponges and cotton towels instead of paper towels.

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

Use bags made of fabric and not plastic.

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.

ENERGY

Organise stationary current connections and avoid generators. Revert to electricity storage systems if this is not possible. They should be charged using current from renewable energy sources or by means of hybrid generators, gas generators and electricity storage systems powered by mixed current. If this is not possible, rent a generator that complies with the latest STAGE IV or V standards. At least STAGE IIIA with particle filter if they are not available.

Check whether generators can be wholly or partially powered by alternative fuel (ideally 100%).

Use alternative forms of energy from solar and wind power such as solar panels on cloakrooms/trailers etc.

Avoid gas heaters. Instead use traditional sources of heat such as blankets or infrared or UV heaters.

Remind the crew to switch off all of their electrical work equipment during lunch breaks.

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

Only use power packs and rechargeable 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%).

Switch off your laptops, the light and the printer every evening.

TRANSPORT

Avoid leaving vehicles with the engine running. Doing so produces preventable emissions and is also prohibited by law.

Rent electric, hybrid and CNG cars when possible.

Incentivise the crew and cast to use local public transport by providing discounted tickets for buses and trains.

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 the assistants on location and with drivers
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.