

# SET DESIGN

## CHECK LIST

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

**Consider the selection of props, as the items shown in the film also influence sustainable behaviour.**

**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?**

### TRANSPORT

Pay attention to efficient routing to pick up prop.

Use ecological criteria to select vehicles to transport props (electric, hybrid and CNG vehicles).

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.

## AVOIDANCE OF TOXINS AND ENVIRONMENTALLY HARMFUL MATERIALS

Avoid using polystyrene: identify alternative materials/methods (e.g. mycomaterials).

Select green options for snow, dust and smoke effects.

Avoid epoxy resins, use water-based paints, varnishes and solvent- along with PVC-free materials.

Uses isocyanate-free building foams.

## DISPOSAL

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.

Make sure that hazardous waste id disposed of responsibly. (Paints, adhesives, solvents, cleaning fluids, treated wood, oils, synthetic resins).

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

## ENERGY

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.

## MATERIALS

Whenever possible, props should be rented rather than purchased.

Pay attention to environmental labels and certificates.

Use construction timber from the most sustainable forestry available, use only FSC or PEFC certified timber and avoid tropical timber.

Use stock props and items from second-hand shops.

Prioritise recycled materials and avoid disposable products/plastic.

Use leftover materials for future productions or donate them.

Dismantle and store reusable materials (e.g. lights, handles, tiles and carpets etc.), before the rest of the set is recycled.

Donate used set structures and props that will not be stored or reused for a follow-up shoot to schools, second-hand shops or charitable institutions.

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.

## 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.

## ... 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.

Compress email attachments to below 10 MB or 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.

## 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.**