

# SOUND CHECK LIST

**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?**

## OFFICE

Prepare the sound report in digital form to save resources.

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).

Purchase sustainable office supplies.

Use eco-friendly search engines.

## MATERIAL

Reuse all memory cards once the data has been transferred to the DIT.

Discuss with production whether there are used memory cards and hard drives that can be reused instead of buying new ones.

Use up batteries that cannot be recharged but are fitted in the devices and then professionally dispose of them.

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.

## 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.

## 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.

## DISPOSAL

Recycle defective hard drives and electrical appliances according to local requirements, e.g. at the recycling point.

Familiarise yourself with the bin signs and consistently separate waste (paper, plastic, glass, residual waste and organic waste).

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

## 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.