

**REDUCE,
REUSE,
RECYCLE.**



BEST PRACTICE GUIDE



**GREEN
SHOOTING CARD**

GO GREEN

The Best Practice Guide is a result of the Green Shooting Card initiative started in December 2011. It is a collection of alternative strategies and recommendations for green film making.

This guide was created to help independent producers and their production teams reduce the carbon emissions and environmental impacts of their film, TV and New Media productions. It is organized into production phases and departments, and each section is downloadable by department, facilitating crew members to focus on the green strategies relevant to their needs.



Filmförderung Hamburg
Schleswig-Holstein

FILM COMMISSION



PRE-PRODUCTION

We recommend considering the following steps at an early pre-production phase to be sure to involve and sensitize all staff members to green filming.

Many environmentally harmful behaviours occur when we are unaware of, or can't find, or simply do not have time for a better option. The key is to identify priorities and challenges before production begins.

- Always communicate your plans on green film making in a positive manner and straight from the beginning, and involve all the heads of departments in the planning process.
- Make the commitment early, and be sure to engage the filmmakers and financiers - whether studio or independent.
- Start with little steps to provide reliability and so as not to overburden staff members.
- Elect one responsible person within the production as a contact for environmental issues who can offer help and support in practical manners. If possible hire a "green runner" during the production.
- Provide information on current environmental labels in the fields of food, cosmetic, fabrics, energy and electronics. Further information can be found at:
- Contact the regional or local water management to discuss possible co-operations.
- Hold a kick-off meeting with cast and crew to communicate green goals and strategies for the production.
- Include green updates in daily scheduling plans or weekly production meetings. Consider doing a mid-point evaluation: compute progress statistics and share lessons learned to keep the crew engaged and to re-energize the team.
- Inform the team about your success. Familiarize yourself with the carbon calculator and consider measuring and offsetting your carbon footprint at the end of your production.
- Place the Green Shooting Card visibly for everyone in the production office and on Set and use the label printed on the daily scheduling list.

INFO

www.gruenerstromlabel.de

www.ecotopten.de/start.php

www.world-of-eco-fashion.de

[www.kontrollierte-naturkosmetik.de/
hersteller_naturkosmetik.htm](http://www.kontrollierte-naturkosmetik.de/hersteller_naturkosmetik.htm)



PRODUCTION OFFICE

Following advice will help to find and realize alternatives step by step. Be sure to keep a realistic balance between the individual needs of the project and green film making. Each single method can help to protect the climate and is a further step towards establishing sustainable practices in film production.

LIGHT

- Use fluorescent, CFL or LED lighting.
- Turn off lights before leaving a room.
- Use desk lamps instead of overhead lights where possible, and keep all non-essential lighting turned off.
- Motion and daylight detectors can help to avoid unnecessary lighting.
- Raise the blinds and work by daylight whenever possible.
- Explore alternative energy options, such as solar and wind power.

COMPUTERS AND ELECTRONICS

- Disable screen savers and programme computers to enter sleep mode after a few idle minutes.
- Plug daily use appliances, like computers, printers, monitors and copy machines, into power trips and power everything down when not in use.
- Keep all peripheral equipment unplugged when not in use.
- Use rechargeable batteries.
- Use laptops instead of desktops because they are more energy-efficient.
- Rent office equipment instead of purchasing when practical.
- Look for products that have been certified.
Further information at www.stromeffizienz.de



PRODUCTION OFFICE

HEAT AND AIR

- Ask the building manager or landlord about solar and/or wind power options and using natural gas over heating oil.
- Install a programmable thermostat that automatically lowers the heat or air conditioning overnight.
- Use fans instead of air conditioning when possible.
- Keep doors and windows closed when running heat or air.
- Avoid using space heaters, but when they are unavoidable, be sure to turn them off before leaving the room.

SUPPLIES

- Use rechargeable batteries and refillable ink cartridges.
- Browse thrift stores and used office supply dealers for office furniture.
- Ask for minimal packaging when ordering supplies.
- Carry reusable bags for all shopping runs and errands.

PAPER

- Promote electronic communication and limit paper offering to when it's specifically requested.
- Choose paper made from at least 30% post consumer recycled content.
- Print double-sided.
- Reuse single-sided sheets for test prints and rough drafts.
- Use dry-erase boards or chalkboards for in-office information sharing.
- Choose a thinner font, such as Century Gothic, which, when printed, can use as much as 30% less ink than thicker fonts. Visit www.ecofont.com to download thinner fonts.
- Print signage on paper and other biodegradable materials rather than plastic.



PRODUCTION OFFICE

KITCHEN

- Use non-disposable plates, glasses, coffee mugs and cutlery. Look for used items at thrift stores rather than purchasing them new. Be aware that second-hand dishes with novelty logos or chipping images may contain lead.
- If disposables are the only option, choose paper products with high percentages of post-consumer recycled content and corn-based biodegradable plastics.
- Purchase organic and Fair Trade Certified™ coffee and tea, and choose bulk sizes to avoid excess packaging.
- Look for coffeemakers that come with a reusable mesh filter, and invest in a unit with a thermal carafe to keep coffee hot without electricity.
- If using paper filters, choose recycled and chlorine-free products.
- Unplug the coffee maker when it is not in use.
- Regularly defrost refrigerators and freezers and check the temperature.

- Refrigerators should be no higher than 40°F (5°C) and freezers no higher than 0°F (minus 18°C).
- Choose locally grown fruits and vegetables and organic snacks.
- Only order takeout lunches from restaurants that serve in recyclable or biodegradable containers.

PETROLEUM FUEL

- Rent hybrid or electric vehicles.
- Employ bike messengers.
- Encourage employees to bike to work. Further information at: www.nationaler-radverkehrsplan.de/fahrradverleihsysteme/
- For those that must drive, recommend that they carpool.
- Promote public transportation by providing bus and subway maps at the office.
- Co-operate with a taxi company that provides environmental cars.
- Use train transportation for longer distances if possible.
- Use car-sharing offers.



PRODUCTION OFFICE

WASTE REDUCTION

- Ensure staff is informed of office recycling policies and facilities.
- Set up recycling bins next to all trash containers with clear signage detailing the materials appropriate for each bin.
- If possible, compost food and biodegradable waste. Contact the local waste management.
- Ask suppliers to take back packaging for larger items.

CLEANING

- Replace chemical cleaning products with non-toxic, biodegradable alternatives that will not pollute indoor air or local waterways.
- Purchase products in concentrates and bulk sizes to cut down on packaging waste.
- Use natural sponges and cloth rags instead of paper towels.



ON LOCATION

During the scout, evaluate each location with an eye toward sustainability options. Choose alternative fuel vehicles (hybrids, electric, flex fuel) for long drives. When possible, scout locations via public transit, bicycle, foot or carpool. After choosing a location, determine ways to reduce your environmental impact there. Work with the location contact to ensure that the best methods for preservation and protection of the site are followed.

LOCATION PREP

- Try to make all signage out of recycled or recyclable materials. Use only elastic bands or string to hang signs on trees.
- Set up garbage and recycling stations separated by paper, bottles, plastic, foil, garbage, compost. Create easy-to-read signage that details proper practices for composting and recycling .
- Ensure that sufficient waste and recycling bins are placed in the staging area close to camera, craft service tables, base camp, catering area.

TRANSPORT

Transportation is one of the most significant departments for targeting reductions.

PETROLEUM USE

- No idling.
- Use hybrids and vehicles that run on alternative fuel.
- Have the transportation department/ captain keep track of the fuel inventory and monitor their use in specified vehicles.
- Offer incentives for using public transit and carpooling.
- Combine deliveries and errands into as few vehicle trips as possible.
- Use electric or solar-powered golf carts.
- Offer bicycles for cast and crew to use on site.
- Consider rewarding crew members who use public transportation.
- Only fly commercial flights if possible, instead of charter flights or private planes.
- Hold teleconferences instead of flying to in-person meetings.



ON LOCATION

GENERATORS

- Whenever possible, tie into the local power grid instead of using a generator.
- Look for base-camp generators that run on solar energy in the future, they will be more widely available.
- If possible, switch to biodiesel for diesel generators.
- Reduce emissions with catalyzed particulate filters.
- Whenever possible, power down any generator that is not in use.

TRAILERS

- If possible rent local rooms instead of using trailers.
- Consider working with producers to encourage use of multi-room trailers versus single trailers.
- Use fluorescent, CFL or LED lights.
- Consider solar powered trailers, if available.
- Use only biodegradable and plant-based personal care products in showers and sinks.



ON LOCATION

WARDROBE, HAIR AND MAKE UP

- Purchase clothing made from organic cotton, wool, hemp, bamboo, linen and ahimsa silk.
- When possible, purchase second-hand and vintage clothing.
- Donate no longer needed clothing at the end of production.
- Use laundry detergents free of phosphates and fragrances.
- Use ENERGY STAR certified washers and dryers.
- Purchase cruelty-free makeup and hair care products, meaning they contain no ingredients currently being tested on animals. Look for products made with organic ingredients. More information at www.kontrollierte-naturkosmetik.de.
- Avoid aerosols. Purchase products that can be refilled, and look for products with recyclable or biodegradable packaging.

LIGHTNING, CAMERA

- Integrate fluorescent or LED lighting instead of incandescent bulbs whenever possible.
- Use local electrical power instead of generators if possible.
More information at www.oekostromanbieter.de.



SET DESIGN AND SCENIC

Careful and creative planning can dramatically reduce set-related waste. Design and build with strike and wrap in mind. Set up all construction and shop spaces with detailed waste management systems, and make sure the waste hauler is tracking landfill waste versus recycling.

DESIGN

- Begin discussing sustainability methods early.
- Design for disassembly, so that sets can be easily repurposed and materials easily recovered
- Borrow or rent set items instead of purchasing. Studios often have set materials available. Visit flea markets and second hand shops.
- Look for environmentally friendly material at: www.goodguide.com, www.green-venture.net .
- Think of wrap during prep, and line up schools, theatres or arts organizations to take donations of used sets and materials.
- Special offer in Hamburg: see www.hanseatische-materialverwaltung.de for used set designs in order to reuse.

PAINT

- Use no-VOC or low-VOC paints, sealants and lacquers
- Look for certified paints. More information at: www.emedien.oekotest.de/Farben .
- Use leftover paint from previous productions as primer.
- Dispose of used paint supplies, including brushes, rags, and containers, as hazardous waste.



SET DESIGN AND SCENIC

WOOD

- Use reclaimed or Forest Stewardship Council (FSC) certified wood.
- Avoid luan, a term for plywood products made from imported tropical hardwoods. Avoid plywood and particleboard, which typically contain formaldehyde-based adhesives.

OTHER MATERIALS AND SUPPLIES

- Avoid products containing the following ingredients: Formaldehyde, Polyvinyl Chloride, Chromium. Further information at: www.umweltbundesamt.de.
- Use screws instead of nails or glue, so that construction materials can be easily salvaged.



CATERING

- Hire caterers who offer local organic produce, humanely raised meat and dairy, and vegan/vegetarian options. More information at www.nachhaltigkeitsrat.de/news-nachhaltigkeit.
- Use reusable plates, cups, utensils and linens instead of disposable dishware and napkins.
- Donate fresh leftovers to a local church or charity. Locate a non-profit organization, e.g. www.hamburger-tafel.de, that is able to pick up safely handled food, assess its quality and distribute it locally.
- Set up recycling and compost next to all trash bins with clear signage directing where to put materials.
- Distribute reusable water bottles and coffee mugs.

WATER

- Avoid using plastic bottles.
- Ask the local water management for setting up a mobile water bars.
- Choose regional water.



POSTPRODUCTION

POSTPRODUCTION

- When possible, use digital post-production workflow systems.
- Distribute promotional materials and electronic press kits (EPKs) online.
- Consider promoting the production's environmental achievements in the Special Features section of the DVD and in the media.

WRAP UP

- Award your „greenest“ team member or department.
- Also arrange your events in an environmental friendly way, like the premiere.
- Use sustainable shooting for the purpose of promotion.
- Be open for feedback and forward it to your crew and the Film Commission.

FINALLY

We hope that this guide provides practical advice for your steps towards becoming green filmmakers.

Feedback about experiences is always welcome at info@ffhsh.de.

Thank you for your interest in green filmmaking!

Antje Bremer, Alexandra Luetkens and Christiane Dopp,
Film Commission Hamburg Schleswig-Holstein

further links:

www.greenfilminitiative.de
www.greenfilmshooting.net

Filmförderung Hamburg Schleswig-Holstein
Film Commission
Friedensallee 14-16, 22765 Hamburg
info@ffhsh.de
www.ffhsh.de



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Schleswig-Holstein

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