

GREENPRODUCTION

THREE STEPS TO SUCCESS!

REDUCE – AVOID – RECYCLE

GREENPRODUCTION

PRODUCING FILMS ECOLOGICALLY AND SUSTAINABLY!

The SWISSFILM ASSOCIATION wants to provide filmmakers with simple and practical options for climate-friendly production that can be incorporated as a normal part of regular production processes. Sustainable filmmaking should be seen as a forward-looking contribution to greater ecological, economic and social responsibility.

To facilitate the comprehensive planning and implementation of eco-friendly measures in day-to-day operations, a list of the essential points is provided for the individual film departments. The essential aspects are also available in the form of a checklist and for each topic.

Summary

Three Steps to Success

Topics

- » Communication
- » Waste management
- » Office and cleaning supplies
- » Energy
- » Technology
- » Set construction
- » Location

Departments

- » Production Office
- » Recording Management
- » Cast and Director
- » Camera / Light / Sound
- » Production Design / Equipment
- » Make-up / Wardrobe
- » Catering
- » Transport and Accommodation
- » Post-production

Checklists

For all topics and departments

INTRODUCTION GREENPRODUCTION

THREE STEPS TO SUCCESS!

Reduce

Raw materials are precious, so the fewer resources used, the better for the environment and the climate. Therefore: produce without paper and save energy!

- » Promote the use of e-processes with suppliers
- » All departments should limit the printing of documents to the essentials
- » Switch off lights, install motion detectors, use energy-saving lamps
- » Use a hybrid generator or at least a generator with an exhaust gas purifier
- » Travel by bike, train and public transport where possible

Avoid

Plastics break down into tiny pieces before they are degraded, reaching every corner of our earth. So avoid plastics whenever possible!

- » No plastic films, loose-leaf binders, plastic bags
- » Use plastic-free applicators and cosmetics
- » Use alternative materials in set construction and props
- » Use real crockery and cutlery in catering, no small portions for sugar and milk, no straws
- » Provide water dispensers, ask crew, cast, clients & agencies to bring their own bottles & coffee cups

Recycle

There are ways to recycle items after shooting, so always consider how and where an item can be used!

- » In general: Install clearly labelled waste containers, for as much recycling and food composting as possible
- » Production: Collect ink cartridges, printer toners, old equipment including defective hard drives, dispose of them at a suitable recycling point
- » Camera and sound: Use rechargeable batteries if no mains voltage is available recycle non-rechargeable batteries correctly
- » Art Department: Remove and store reusable materials such as lights, tiles, carpets, etc. before recycling the rest of the set
- » Styling: Hire costumes instead of purchasing them. If buying is unavoidable, buy sustainable clothes if feasible. If possible, store costumes and props for later use or donate them to suitable institutions
- » All departments: Ensure that hazardous waste is handled correctly and disposed of responsibly

DEPARTMENT

PRODUCTION OFFICE

The Production Office's contribution is to work largely without paper, saving energy in general and taking essential environmental aspects into account throughout the planning process.

- » Consider sustainability criteria when selecting service providers, especially when sourcing office and general supplies
- » Introduce the paperless office as far as is possible (e.g., electronic scheduling); use whiteboards for meetings etc., tablets with pens are good for personal notes
- » Use recycled paper/print double-sided; use eco-fonts and refillable printer cartridges. Tip: Inkjet printers are more environmentally friendly than laser printers, notebooks better than desktop computers
- » Organise car sharing/pooling for the whole crew
- » Use energy-saving lamps/LEDs; switch off lights when not needed
- » Use power-saving switches and avoid stand-by mode on appliances
- » Separate waste

DEPARTMENT

RECORDING MANAGEMENT

Recording Management is fundamentally responsible for the implementation and control of all the planned measures.

- » Provide sustainable infrastructure
- » Plan ahead
- » Monitor planned measures
- » Use onsite power supply from green electricity providers instead of generators - Tip: If this is not feasible, only use exhaust-tested generators
- » Avoid unnecessary journeys
- » Rent vehicles that generate as few emissions as possible, avoid diesel vehicles; use car sharing and car-pooling;
- » Provide quick and inexpensive transport on set or between accommodation and shooting location, bikes, scooters, etc.
- » Offer refillable drinking water dispensers instead of disposable plastic bottles, which also reduces waste and thus disposal costs
- » Bins and containers for waste separation - Important: label containers clearly
- » Request/set up different rented lounge areas for the team, do without trailers

DEPARTMENT

CAST AND DIRECTOR

Cast and Director have an important function as a role model both internally and externally. The director is one of the most important communicators on set, promoting sustainable production.

- » No unnecessary journeys and overnight hotel stays
- » Train instead of plane
- » When negotiating contracts with actors/agencies, emphasise the sustainability of the production and, in the best case, refrain from unnecessary air travel and first-class on other means of transport. Agree weekly instead of daily fees and thus avoid multiple arrivals and departures
- » Not every actor needs their own trailer on set, ask, consider individual wishes, but also think about group solutions
- » Car pools can be organised from shared accommodation to the set/make-up etc.; bikes can be provided in front of the hotel to get to the set
- » Put the "Do not disturb" sign on the hotel room door more often to avoid unnecessary room cleaning and towel changes, possibly consider Airbnb

DEPARTMENT

CAMERA / LIGHT / SOUND

The focus in this department is on saving energy, reducing material consumption and recycling materials.

- » Use fixed power supply/onsite power supply instead of generators
- » Give preference to energy-efficient appliances, use rechargeable batteries instead of single use batteries
- » Give preference to local rental companies for the equipment in order to avoid unnecessary transport
- » Encourage teams to reduce energy and material consumption (lighting, equipment)
- » Reduce consumables (lamps, handles, belts, ropes, etc.) and encourage their reuse/donation or recycling where possible
- » Select studios with regard to sustainability criteria (reduced energy consumption, eco-certification)
- » If possible, use LED spotlights or fluorescent systems. LEDs save the most electricity. Use reflectors and natural light as much as possible on outdoor shoots
- » Properly dispose of lamps and equipment at the end of their service life, recycle light bulbs and polystyrene reflectors and dispose of them at collection points

DEPARTMENT

PRODUCTION DESIGN / EQUIPMENT

This department contributes mainly by avoiding waste and being willing to reuse used materials.

- » Check material sources, look out for materials made by natural manufacturing processes
- » Use certified materials as far as possible (wood, paints, etc.)
- » Use environmentally friendly materials such as water-based paints, avoid styrofoam and plastics
- » Rent equipment so as not to have to buy new. If available, make use of the production company's pool of equipment
- » Keep an eye on developments of alternative and environmentally friendly solutions for set building and use them
- » Request containers for recyclable materials and hazardous waste from service providers so that they can be disposed of professionally
- » After production, resell equipment that is no longer needed or make it available to a pool so that it can continue to be used

DEPARTMENT

MAKE-UP / WARDROBE

This department contributes mainly by avoiding waste and being willing to reuse used materials.

- » Rent costumes so as not to have to buy new ones, use the production company's pool, alternatively use second-hand shops
- » After filming, costumes and accessories should be reused, costumes should be stored for later use, repaired if necessary, or sold/handed over to second-hand shops, costume pools or charities, online e.g. via Tutti or Facebook Marketplace
- » Use recyclable materials and generally check the sources of materials, pay attention to natural manufacturing processes of fabrics and products
- » As far as possible, give preference to brands with eco-friendly production and use certified materials
- » Pay attention to low-energy and low-consumption cleaning (economical washing machines, maximise the drum load, eco-certification of appliances, low-temperature washing cycles)
- » For make-up and skincare products, avoid disposable materials (disposable wipes, pads, sprays, single doses, etc.); use environmentally friendly materials where possible
- » Reduce packaging, buy in larger quantities, use recyclable materials

DEPARTMENT

CATERING

Catering in particular offers many opportunities to contribute to green production. This includes above all the use of regional products, careful use of water and prudence when it comes to materials and their disposal. In addition, communal meals can be used as a communication platform for sustainability issues. This encourages team members to think and talk about the topic, while better and healthy food also has a positive impact on the mood on set.

Caterer

- » Commission a certified catering company offering a sustainable range of services
- » Establish sustainability criteria with the catering company
- » Check the caterer's energy requirements (use gas cylinders or gas-powered generators)
- » Delivery van and food truck preferably with an alternative propulsion system
- » Draw up a carbon footprint: Target/actual calculation using a CO2 calculator
- » CO2 compensation for unavoidable emissions

Water

- » Select cold water programmes for dishwashers and washing machines and make sure they are fully loaded
- » Avoid running water unnecessarily
- » Check taps for drips
- » Use water filter systems

Food

- » Avoid buying too much food
- » Research and use regional markets and suppliers (organic farms, weekly markets, etc.)
- » Use seasonal/regional/fresh/unpackaged goods and pay attention to origin, packaging and production methods
- » Introduce one veggie day per week, reduce meat consumption in general, discuss this with the team beforehand, address concerns and resolve them if possible / Better: Ask the team if they are prepared to do without meat, if not, offer meat/fish 1-2 times a week and otherwise vegetarian catering
- » Offer a vegan option for those who already live sustainably and are conscious of the environment
- » Obtain reusable storage boxes and distribute leftover portions to team members
- » Donate food scraps to local farmers for livestock feed or organic waste composting
- » Waste separation with marked containers

DEPARTMENT

CATERING

Material, crockery and cutlery

- » Avoid disposable tableware, switch to everyday tableware, think about washing-up options at an early stage
- » Use reusable cups that can be labelled, or distribute refillable drinking bottles to the team
- » Ask the team to bring their own bottles
- » Avoid water bottles and cups with branding so that they can be reused in subsequent productions
- » Provide water dispensers and thereby avoid disposable plastic bottles, water dispensers on set can additionally reduce walking times
- » Use recyclable products wherever possible, provide sufficient bins to enable waste separation and label them accordingly, plan the need for waste bins well in advance
- » Use drinking straws made of straw or metal instead of plastic
- » Use thermal containers instead of electric heaters
- » Use cool packs instead of electric coolers
- » Defrost freezer compartments in the refrigerators regularly

Packaging

- » Do not use coffee machines that use capsules, or use compostable capsules
- » Use biodegradable and chlorine-free paper filters for tea and coffee
- » Use reusable packaging
- » Ensure biodegradable packaging
- » Avoid aluminium foil and plastic cling film: Use reusable stainless steel and glass storage containers
- » Avoid polystyrene packaging

DEPARTMENT

TRANSPORT AND ACCOMMODATION

The Transport and Accommodation Department is responsible for the largest share of CO2 emissions. This makes it all the more important to take sustainability measures in this area.

Sustainable mobility and transport plan

- » Efficient choice of locations, choose a small number of locations within a short distance of each other
- » Efficient transport planning for the team and equipment to and from the location and review possible alternatives
- » Minimise individual trips, ensure optimum loading, avoid short trips by car
- » Only transport required technical equipment, avoid unnecessary trips
- » Use shipping companies and messenger services to avoid individual trips with vehicles
- » Efficient route planning, avoid rush hours, road works, detours, etc.
- » Climate-friendly dispatch of parcels and letters, e.g. bicycle courier services
- » Avoid express deliveries
- » Specify climate-neutral arrival and departure of the cast in contracts, avoid flights
- » Minimise the number of people travelling
- » Carry out cost-saving e-castings
- » Use telephone and video conferences instead of meetings
- » Plan meetings efficiently: Choose central locations with public transport connections
- » Make use of and promote working from home
- » Create carbon footprint, target/actual calculation by means of CO2 calculator
- » CO2 compensation for unavoidable transport

Sustainable means of transport

- » Use public transport
- » Rent vehicles or use car sharing services
- » Rent vehicles with alternative propulsion (gas, electric, hydrogen)
- » For short distances, use bikes, e-bikes and electric scooters
- » Car-pooling
- » Minimise flights of all kinds: Use rail transport instead of air travel
- » Use scheduled flights instead of charter and private flights
- » Avoid multiple location inspections

DEPARTMENT

TRANSPORT AND ACCOMMODATION

Dealing with vehicles

- » Raise the team's awareness of environmentally conscious and fuel-efficient driving
- » Switch off engine after a pause of 15 to 20 seconds due to the considerable fuel consumption when idling
- » Switch off air conditioning systems of vehicles that are not running
- » Regularly inspect the general condition of the vehicles (tyre pressures, filters, etc.)
- » Recycle engine oil and antifreeze
- » Change oil and filters regularly, especially when using alternative fuels

Petrol

- » Whenever possible, use alternative fuels such as natural gas/biogas, LPG, biodiesel, etc.
- » Use vehicles with the lowest possible fuel consumption
- » Document the fuel consumption of all vehicles

Accommodation

- » In order to accommodate cast and crew sustainably, it is helpful to sensitise the team to the issue as early as possible and, where feasible, to fix agreements in the employment contracts
- » Accommodation of the team in lodgings near the filming location
- » Accommodation of the team in environmentally friendly and sustainable accommodation (if possible, with an environmental seal of approval)
- » Replace make-up and wardrobe trailers with local premises
- » Check trailers for energy requirements or alternative energy sources
- » Aim for trailer sharing for cast. Not every actor needs their own trailer on set, ask, consider individual wishes, but also think about group solutions

DEPARTMENT

POST-PRODUCTION

Post-production supports sustainable filmmaking by choosing sustainable service providers and avoiding travel.

- » Selection of service providers/studios with regard to sustainability criteria
- » Prioritise low-consumption appliances and computers, with certification where possible
- » Use virtual and digital archiving methods to reduce energy and material requirements
- » Switch off unused appliances and avoid stand-by mode of appliances
- » Recycle electronic equipment and e-waste in suitable material yards
- » Efficient travel planning for management, control, approval of post-production steps of direction and production, use virtual instead of face-to-face meetings if necessary, use telephone/video/TeamViewer conferencing

TOPIC

COMMUNICATION

General

- » Ensure that there is already a sustainable production mindset during the conception or development phase of the story through communication with the client (e.g. shooting Christmas spots in summer)
- » Explain the ideas and goals behind sustainable production as early as the recruitment stage for central positions in production
- » Hold a workshop with the HoDs at the beginning of the production
- » Inform the entire team at an early stage about planned measures and the backdrop to sustainable production
- » Use the catering/break area as a communication platform to engage/communicate with the team on the issue
- » Integrate sustainability aspects into the mission statement
- » Integrate the sustainability principles into the GTC, employment contracts and service provider contracts

During production

- » Communicate sustainability measures on daily schedules
- » Send out project information in digital form: Use digital press kits, file sharing and downloads
- » Ongoing presentation of key figures and current green status

After production

- » Communicate successes to the team, suppliers, etc.
- » Find out about the team's experiences and ask for feedback
- » Promote the project with reference to sustainable production: Press releases
- » Documentation of sustainable production methods in the annual report, making-of/image film and website, PR work
- » Evaluate performance after production: Target/actual comparison of CO2 emissions, offset or donate the balance via myClimate (see attachment for a list of useful organisations)

TOPIC

WASTE MANAGEMENT

Waste management includes the preparation and communication of a waste concept, as well as the disposal, recycling, and other recovery of waste.

Preparation and communication

- » Preparation of a material requirements and recycling plan
- » Contact regional environmental advice centres, obtain quotes, professional disposal, arrange possible cooperations
- » Communicate measures for waste avoidance and separation, information display on the set and in the office
- » Continuously collect and record waste quantities

Disposal

- » Sufficient supply of waste containers and separation facilities in easily accessible, visible locations on the set and in the offices
- » Attach waste separation labels to waste containers
- » Ensure the correct disposal of collected waste incl. electronics, paints, varnishes, adhesives and problematic substances
- » Proper disposal of liquid waste: Do not pollute wastewater and rainwater systems
- » Optimum disposal of the waste by a waste management company
- » Select a waste management company with the shortest distance between the filming location and the waste disposal centre

Recycling and reuse

- » Coordinate the recycling measures with all departments and stakeholders
- » Sufficient supply of special recycling containers: Batteries, waste cooking oils, glass, aluminium, etc.
- » In the case of computers, monitors, mobile phones, return to manufacturer or use professional recycling at collection points
- » Return packaging material supplied with larger items
- » Use cloth bags for shopping or messenger services
- » Reuse data media and tapes instead of buying new ones
- » Donate leftover film and tape to schools
- » Donate old computers, monitors, mobile phones, office furniture, etc.
- » Use environmentally friendly portable toilets

TOPIC

OFFICE AND CLEANING SUPPLIES

Office supplies

- » Move to digital communication, digital devices, email, USB, web-based document sharing, internal website areas, apps, etc.
- » Minimise paper consumption through duplex printing, size reduction, limit the printout to fully revised, final script versions when specifically requested, etc.
- » Use wipeable whiteboards instead of flipcharts
- » Request to print less in the email signature
- » Use environmentally friendly recycled paper
- » Keep unused printouts for later reuse as notepaper
- » Minimise ink consumption by reducing font sizes
- » Printouts in 'draft quality' to minimise ink consumption
- » Preference for pens with replacement leads or inks
- » Use elastic rubber bands instead of adhesive tapes

Cleaning supplies

- » Use biodegradable cleaning agents
- » Use natural sponges, cotton towels, warm air hand dryers instead of paper towels
- » Use toilet paper, disposable paper towels, tissues made of recycled materials

TOPIC

ENERGY

Energy is one of the most important areas when it comes to sustainability in film. Far beyond the use of green electricity, there are a number of things that can be done to create more environmentally friendly and sustainable shooting conditions in terms of energy consumption.

Power consumption

- » Energy savings: Use energy-saving devices, switch off standby mode, including over the weekend, switch off devices that are not in use, laptops are more energy-efficient than floor-standing devices
- » Lighting: Conversion to LED
- » Prepare an energy plan: Calculate the base consumption of electricity
- » Continuous recording of meter readings with regard to energy consumption
- » Reduce energy demand and switch to green electricity
- » Digital archiving and data exchange to reduce energy and material requirements
- » Use minimal post-production studios for energy reduction
- » Avoiding unused or excessively large office spaces: Shared use
- » Installation of building insulation and/or floor insulation: Exterior walls, roof
- » On location: Energy supply via local power supplies, building site power supply or alternative generators

Generators

- » Avoid or minimise the use of generators: Prioritise local energy sources at the filming location
- » Minimise the size of generators
- » Use alternative generators
- » Start-up the generators as late as possible
- » Shut down generators that are not in use during breaks in shooting

TOPIC

ENERGY

Light

- » Use energy-saving lamps: LEDs, eco halogen lamps, fluorescent tubes
- » Use dimmers, motion detectors, daylight sensors especially in stairwells, sanitary rooms, storage rooms
- » Create workplace lighting: Use desk lamps instead of ceiling lamps
- » Switch off the lights after leaving the room
- » Avoid unnecessary lighting in rooms
- » Avoid decorative effect lighting
- » Use daylight instead of artificial light
- » Unscrew superfluous lamps
- » Check all light sources: Replace flickering, burnt-out lamps and set motion detectors efficiently
- » Proper disposal of broken energy-saving lamps: Drop-off at collection points

Heating and cooling

- » Use central thermostats with programming function for automatically controlled reduction of room temperature in unused offices
- » Ensure suitable positioning of the thermostats, avoid draughts and direct sunlight
- » Regularly inspect heating and ventilation systems, vent radiators and solar systems, replace air filters in ventilation systems, measure flue emissions
- » Ensure closed windows and doors when air conditioning or heating is on
- » Air occasionally with fully open windows instead of permanently tilted windows
- » Preference for fans and open windows over air conditioners
- » Shade the windows to prevent overheating of the rooms
- » Avoid fan heaters, radiant heaters and propane heaters of all kinds

TOPIC

TECHNOLOGY

General

- » Rent instead of buy and share use of technical equipment
- » Have equipment repaired if possible
- » Use appliances with an energy efficiency label (energy efficiency class A) and power-saving mode
- » Avoid diesel generators, use hybrid generators or battery units, at minimum exhaust-tested generators
- » Switch off unused devices (computers, monitors, printers, TV sets, etc.)
- » Especially at night and at weekends, pull out the mains plug, use power strips with toggle switches, timers, radio-controlled sockets
- » Activate standby mode instead of screen saver
- » Use laptops instead of desktop PCs
- » Choose durable hardware and software products with low support requirements
- » Use rechargeable batteries, accumulators, solar chargers
- » Give preference to LED spotlights or fluorescent systems, offer camera test with LED spotlight if sceptical
- » Use alternative lighting concepts such as reflector systems
- » Proper disposal of technical devices and equipment at collection points
- » Inventory of existing hardware and software, sell or donate equipment no longer in use to charities, schools

TOPIC

SET CONSTRUCTION

General

- » Minimise construction effort, choose locations with suitable sets
- » Borrow furniture, props and components instead of buying new ones
- » Plan easily dismantable set elements to enable reuse
- » Use recyclable materials for new set construction, e.g., wood, cardboard, metal, natural fibre materials and carpets
- » Purchase construction timber and wooden furniture from sustainable forestry with certification, avoid tropical timber and endangered types of wood
- » Only purchase material that is actually needed
- » Use screws instead of nails and glue for reuse
- » Use steel structures and scaffolding instead of wooden structures
- » Sprinkle sawdust into paint residues to bind them for disposal
- » Minimise the use of chemical solvents, use environmentally friendly, pollutant-free water-based paints or paints with as little solvent content as possible
- » Avoid spray paints and chemical paint strippers
- » Use non-toxic water-based adhesives
- » Avoid polystyrene, epoxy resin, formaldehyde, polyvinyl chloride, chromium, replace with environmentally friendly building materials e.g. cardboard, mycomaterials, plant fibre chipboard
- » Use biodegradable artificial snow
- » Use water-soluble fluids for fog and smoke
- » Use propane gas for fire effects instead of petrol
- » Create special effects digitally if possible
- » Use containers for the proper disposal of recyclable materials and hazardous waste
- » Pass on, donate or sell set constructions and props to pools, schools, charitable institutions etc.

TOPIC

LOCATION

General

- » Strategically optimised planning of locations avoids unnecessary transport and saves time
- » Select a small number of locations within a short distance from each other
- » Communicate green criteria to those involved in location scouting (nearby locations, low number of locations, prioritise locations with sustainable features such as high voltage/green electricity)
- » Use vehicles with low petrol consumption, hybrid, electric, avoid diesel vehicles
- » Shoot scenes in front of green or blue screen to reduce transport distances
- » Ask for specific guidelines and requirements of the filming locations, protected areas, etc.
- » Prevent potential environmental impacts
- » Respectful, friendly interaction with the local population
- » Protect sensitive areas during filming with barrier tapes
- » Check the locations after completion of filming, restore them to their original condition