CODE OF BEST PRACTICES
IN SUSTAINABLE FILMMAKING

PRODUCTION CHECKLIST - BASIC

BASIC for Living River	*Liebste Film Productions*

This checklist is for smaller productions, or if you're short of time. Some of the suggested actions in this checklist may be inappropriate for your particular circumstances. If this is the case, just use the ones that are appropriate and add further items if you need to.

ACTION		DETAILS OF MEASURES TAKEN
Principles and practices		
Write a clear environmental statement and communicate it to the team	☒ Yes	**Filmmaker as only team-member relied on Best Practices**
Calculate the baseline energy and resource use for your company or project	☒ Yes	
Commit to reducing, reusing and recycling in order to cut consumption	☒ Yes	**Chose 100% renweable energy supplier**
Reduce carbon footprint as far as possible	☒ Yes	
Calculate total CO2 emissions after all possible reduction measures	☒ Yes	**Largest contribution to CO2 was air trips from NYC to India**
Offset CO2 emissions with Gold Standard provider	☐ Yes	**No funds to do this yet**

PRODUCTION CHECKLIST - BASIC

Where possible, choose crew and suppliers who work in a sustainable way	☒ Yes	**Required hired crew to be sustainable when possible**
Provide training and support for staff and crew - including freelance and short contract staff	☐ Yes	**Not applicable because no crew or staff**

Energy

Choose equipment and lighting with the lowest energy consumption	☒ Yes	**Used re-chargeable batteries and low-consumption gear as possible**
Choose equipment manufactured with the lowest use of energy and materials	☒ Yes	
Choose an energy supplier which provides electricity from 100% renewable sources	☒ Yes	**Smart Energy's Contract 100% renewable energy [gas & electricity]**
Adjust heating and air-conditioning thermostats to minimise energy use	☒ Yes	**Installed new low-consumption hot-water heater and boiler, NO AC use**
Switch off all equipment when not in use	☒ Yes	**Replaced all lights with CFL bulbs and use motion-light detectors**

PRODUCTION CHECKLIST - BASIC

Unplug any equipment which draws 'vampire' power when switched off	☒ Yes	**Use one power switch to ensure easy off-switch**
Use tapeless production where possible	☒ Yes	**Filmed to tape but updated to tapless recording and storage**
Consider shared office facilities to reduce energy and resource use	☒ Yes	**Use public facilities in public building for shared use**
	☐ Yes	
	☐ Yes	
	☐ Yes	

Supplies

Use file-sharing and downloads rather than DVDs and tapes	☒ Yes	**Used DVDs but now use Internet to transfer large files electronically**

PRODUCTION CHECKLIST - BASIC

Avoid printing documents unless essential - use e-mail, USB drives and web-based document sharing	☒ Yes	**Almost never print documents unless required for a grant application**
Use only recycled or FSC certified paper and card, and print double sided using vegetable or water-based inks	☒ Yes	**When possible, use small font, double-sided and two pages onto one**
Replace disposable cups, plates and cutlery with reusable washable ones	☒ Yes	**Bring my own dishware to work for use and ate at restaurants on bio-plates**
Replace bottled water with refillable water bottles	☒ Yes	**Use one 2-liter bottle for all water consumption all day**
Buy local, ethically produced and environmentally friendly supplies	☒ Yes	**All consumed vegetarian foods were grown locally**
Buy in bulk to reduce waste in packaging and transport	☒ Yes	**Avoided purchasing anything in bulk other than toilet paper for off-grid travel**
Buy furniture from sustainable sources - look for FSC certification. Or consider second-hand furniture	☒ Yes	**Yes, at home, but No due to lack of control/authority at work, where the public institution makes the purchases**
Provide plenty of recycling bins and arrange regular recycling collections	☒ Yes	**These are provided as mandatory in the public institution**

PRODUCTION CHECKLIST - BASIC

Compost green waste	☒ Yes	**We have a 100-gallon compost bin**
	☐ Yes	
	☐ Yes	

Travel

Avoid use of air travel wherever possible	☒ Yes	**Limited the number of trips from NYC to Kolkata to five from 2004 through 2010**
Use local crews wherever possible	☒ Yes	**Hired from within Kolkata**
Use videoconferencing or internet telephony to reduce travel	☒ Yes	
Work at home when possible to minimise commuting travel	☒ Yes	**I bike to work so there are no commuting costs**
Choose vehicles with the best fuel consumption and lowest emissions	☒ Yes	**Not applicable in NYC as a bike is used. In India, used public transportation like the underground metro and the CNG-powered buses as much as possible.**

PRODUCTION CHECKLIST - BASIC

Encourage use of bicycles, public transport and carshares for daily commuting	☒ Yes	**I own several bikes and refuse to drive to work**
Choose eco-certified and local hotels whenever possible	☒ Yes	**Hotels are low-cost, dorm-style, low-impact hotels**
	☐ Yes	
	☐ Yes	

Other

Respect local cultures and peoples	☒ Yes	**I am from India so I understand and respect the local culture. Unfortunately, the local culture's practices are damaging their own environment, hence this film!**
Treat animals and wildlife responsibly - ideally by following an approved ethical code	☒ Yes	**As a vegetarian, yes**
Ask all of your suppliers what their environmental policies are - adding your consumer pressure	☒ Yes	**The research included local inquiries**
	☐ Yes	

PRODUCTION CHECKLIST - BASIC

	☐ Yes	

Completed by:

Vinit Parmar, Director & Producer

Signature:

Vinit Parmar

Date: July 10, 2011

Reviewed by:

Signature:

Date:

Updated by:

Signature:

Date:

Reviewed by:

Signature:

Date:

PRODUCTION CHECKLIST - BASIC

PRODUCTION CHECKLIST - BASIC