

## **Template for planning an environmentally responsible**

### **Screen Production**

<b>Planning checklist</b>	<b>Planning instructions</b>	<b>Your environmental production plan</b>
Organisation		
Production		
Date		
Duration		
Responsible manager(s)	List the manager(s) involved in the environmental planning process.	
Brief description of the production	What the production is about and overview of what's involved.	
Environmental responsibility principles for your production	Select from the toolkit or insert your own principles for the production.	
Compliance issues	Check on and list DOC and local authority requirements.	
Consumables	What are the main consumables in terms of cost or volume? Select the consumables that you wish to target and the sustainable procurement principles that you wish to apply to the items selected.	
Services	What are the main services that you will contract in terms of cost, energy consumption or risk? Select the services that you wish to target and the sustainable procurement principles that you wish to apply to the items selected.	
Main environmental impacts expected	Results of environmental review – impacts can be predicted from the production plan generated from the toolkit e.g. waste, paper use, energy consumption, use of vehicles etc.	
Types of waste expected and how you intend to deal with it	Use the production plan generated from the toolkit, expected consumables and services to predict the wastes your production will generate and list the measures that you want to put in place – including arrangements that can be made in advance..	
Is there an environmental policy?	Insert relevant policy points that apply.	
Is there an environmental management system?	List relevant procedures that apply. This may come in the form of a set of environmental management requirements from an overseas company.	
Environmental credentials that you would like your production to achieve	Insert the criteria for the credentials e.g. Green Seal or carbon neutral production.	
Environmental awards that you would like to submit the production for	Insert the relevant award and brief criteria for the award(s).	
Environmental responsibility actions for your production	Insert actions from the toolkit that you want to implement for your production. Keep in mind your production principles, any policy points, any environmental management requirements, the criteria for any environmental credentials that you wish to achieve, and the criteria for any environmental awards that you wish to apply for.	

Office	Paper & scripts	
	Energy	
	Water	
	Waste & recycling	
	Purchasing	
Studio/Location	Makeup	
	Wardrobe	
	Art	
	Sound & camera	
	Lighting	
	Post-production	
Location	Unit	
	Vehicles	
	Urban/rural locations	
	Protection locations	
	Special Effects	
On screen	On set	
	Characters	
	Storyline	
	Credits	
	Funding: investors, sponsors, donors	
Off Screen	Policy & practice	
	Training	
	Promotion	
	Patronage	
	Awards	
Circulation	Who needs to receive a copy of your environmental production plan?	
Promotion	How will you communicate the environmental commitments made here and the actions expected?	
Monitoring	What would you like to report back on at the end of the production?	
Reporting	Who do you need to report back to at the end of the production e.g. investors, shareholders, regulators, local authority.	