

GREEN. THE BID



RESOURCES FOR CAMERA DEPARTMENT

CAMERA DEPARTMENT:

- Complete digital camera reports rather than paper ones, and supply them to the DIT. This [CameraReport](#) app might also be useful.
- Purchase/use rechargeable batteries where possible
- Recycle any used disposable batteries
- Recycle any broken hard drives (and any other electrics that are no longer working)
- Share these notes with your team to ensure maximum cooperation on making the shoot more sustainable. See also things everyone can do in prep and on set.

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RESOURCES FOR WASTE AND E-WASTE

WASTE MANAGEMENT ON SET:

HOW TO SAVE MONEY BY REDUCING WASTE:

- Hire tabletop water coolers and encourage shoot attendees to bring their own bottles to reduce plastic bottle waste
- Hire jugs and glasses for agency tables to reduce paper cup and bottle waste
- Print minimal shoot documents and display them on hired noticeboards instead of poly to reduce paper and poly waste
- Encourage shoot attendees to bring reusable mugs to reduce paper cup waste
- Select caterers who use real crockery, glassware and cutlery or encourage your caterer to do so, to reduce waste from disposable items
- Avoid all Nespresso style capsules.
- Return lighting consumables to the lighting company - croc clips can be reused over and over , as can large gel offcuts and sheets of poly (although please try to do without them in the first place!)
- Keep purchases to a minimum, and look to hire items instead
- Rehome any leftover edible food, as well as props, sets, costumes etc to reduce your waste

REUSING DRIVES:

CAN WE REUSE OUR DRIVES?

YES! Absolutely, completely and utterly. The external hard drive was designed to be written on, deleted and reused up to ten thousand cycles. They are meant to be worked, not used once and then stuck on a shelf to rot.

Once you have given the agency their copy of the data there is no reason why you can't reuse your hard drives, with a few caveats;

1. Don't buy cheap drives! G Technology, LaCie and Promise are best for multiple reuse.
2. Always erase the drive completely before you use it again.
3. Check the drive is working properly before you go to set and get the DIT to check it too.
4. Never put more than one project's rushes onto a single drive.
5. Keep the drives working and spinning, they will last a long time.

DOESN'T OUR INSURANCE COVER REQUIRE US TO USE NEW DRIVES ON EVERY JOB?

Insurance is decided by contractor, so check with production company insurer for specific terms of their policy.

WHAT DO I DO WITH DRIVES THAT ARE NO LONGER WORKING, OR ONES THAT ARE TOO SMALL OR SLOW?

Don't bin them. Hold onto all e-waste for collection by a relevant company, or dispose of them at a designated e-waste facility. You may also be able to donate drives to a local school or NGO.

WHAT ABOUT LONGER TERM STORAGE?

It is important to remember that the longterm archiving and storage of data is about the consolidation of data onto as few natural resources as possible; compressing everything to take up as few drives/tapes or as little server space as possible while maintaining the integrity of the data. Consider transferring data to LTO tape and storing with an LTO storage facility or, if using the cloud, avoid redundancies and duplications of materials wherever possible and research the carbon commitments of the cloud storage facility that you choose.

FAQS:

I'M CONFUSED BY COFFEE CUPS - WHERE DO WE PUT THEM?

It depends. If they're a normal high street type kind, they are likely lined with a layer of plastic to keep them waterproof (as many of the disposable catering plates, bowls, boxes etc are). These cannot be recycled in a basic Dry Mixed Recyclables collection (paper, cardboard, plastics and glass) and should go in your land fill bin. Check out our [printable signage page](#) where you can download the right sign depending on what your studio or caterer is offering, and what streams your waste collector is collecting. The best thing is to encourage those coming to the location to bring their own mug or flask, or ask your studio to provide mugs.

VEGWARE/COMPOSTABLE CUPS - WHY SHOULDN'T I USE THEM?

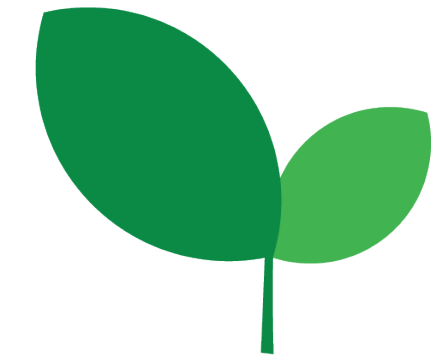
Supposedly compostable items are made from plant based material like corn starch, tapioca roots, chips or starch, or sugarcane, and come in wide range of items: not just cups and plates, but cutlery, food boxes and napkins too.

HOWEVER, these items are not actually compostable and will end up in landfill decomposing just like regular plastic.

Please only put palm plates or items made from bamboo or birch directly into the composting bins.

Caterers and studios should be asked to provide real plates (and cutlery) where possible to avoid the need for disposables at all. The best thing is to check early on with your caterer or studio what they will be providing (send them our questions), and what your waste collector would prefer so that you can provide the right types of bins and bags, and [print the right signs](#).

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RESOURCES FOR LIGHTING DEPARTMENT

LOW ENERGY LIGHTING & RENEWABLE POWER GUIDE:

One of the main culprits of our on-set carbon footprint is the power we need to keep our lighting running. Whether we're in the studio or on location there are new technologies we can take advantage of in order to reduce our impact.

LED LIGHTING OPTIONS & SUSTAINABLE CONSUMABLES

Arri has the following low energy options

ARRI SERIES C

ARRI SKYPANEL

ARRI ORBITER

OTHER SUPPLIERS

B&H , Samy's and Monster also have LED options.

You can rent reflect light gear in Los Angeles at :

LIGHTS, CAMERA, GRIP

OTHER CONSUMABLES

We should try to be less wasteful - alligator clips can be sent back to the lighting company for rebagging. Why not set up a small bucket on set for any used ones to be returned too? You can also [print our sign](#) to help with an on set collection. Any large gel offcuts can be sent back to the lighting company for use by students.

RENEWABLE POWER OPTIONS

GENE FORCE POWER
GRIDLESS

D.O.P. AND ELEX DEPARTMENT:

- Avoid polystyrene: check out the alternatives available on the [Low Energy Lighting page](#)
- Include low-energy lighting options if they are appropriate - check out the low energy lighting guide.
- Avoid the use of generators where possible, or at least use generators which are serviced, sound proofed and use a proportion of fuel from renewable sources, such as bio-diesel, solar or natural gas. More info on alternative options [here](#) and [here](#)
- Return any usable alligator clips and gel offcuts to the lighting company for reuse by others - you might want to set up a bucket for crew to drop alligator clips in if they find them
 - use our sign [here](#)
- Keep any large gel offcuts and send back to the lighting company for reuse
- Use drapes, bolton, heavy twill or reusable rags rather than consumables like black wrap, visqueen or black plastic sheeting for blacking out
- Share these notes with your team to ensure maximum cooperation on making the shoot more sustainable. See also [things everyone can do](#) in prep and on set.

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THINGS EVERYONE CAN DO RESOURCES

THINGS ANYONE CAN DO:

IN PRE-PRODUCTION

- If you need to print items prior to the shoot, print double-sided where possible, and expand margins to fit more onto a page
- Use digital POs if you need them (ask production to email them to you), and save scrap paper for sticking down any receipts
- Avoid single use plastic bags, using reusable bags instead
- If you're purchasing anything for the shoot, try to think about what will happen to it once the shoot is over . Can it be recycled? Re-homed? Do you really need it?
- Let clients know before they arrive your green policy so they can bring their water bottles and international plugs along with them.

ON SET

- Where possible use public transport, bike or ride share to get to set
- Do not idle your vehicle whilst stationary as this contributes to localized air pollution
- Bring your own refillable water bottle to avoid using multiple plastic water bottles
- Bring a reusable cup, thermos, or mug to avoid using disposable cups
- Familiarize yourself with the bin signs and place recyclables, food waste and compostables in the correct bins - contaminated bags will go straight to landfill, so it's important to know what goes where
- Return any croc clips you find to the lighting dept so that they can be sent back to the lighting company for reuse
- Use your phone or a tablet to view and annotate production documents, instead of taking paper copies.

GO PAPERLESS:

HANDY APPS

PREVIEW

Great for annotating documents with text - just click on the briefcase icon to reveal the toolbar . Great for contracts, PPM books, storyboards and invoices. You can also add your signature to the annotate function and sign contracts, invoices and the PIBs very easily! Follow the file path: Tools / Annotate / Signature / Manage Signatures to add yours or see [here for a full explanation](#).

TO DO LISTS

If you're looking to make the switch from a paper notebook to a digital one, [here](#) are some great list making/productivity apps. We can also recommend [Trello](#) for to do lists, and Evernote for keeping all of your lists and documents together (handy for archiving old call sheets or budgets for reference).

NOTABILITY & IANNOTATE

For tablets and smart phones, [iAnnotate](#) is great one for highlighting, annotating, and generally scribbling on things. Handy on a tech scout to mark up storyboards and location maps/floor plans. Also good for having crew sign NDAs or cast sign releases - simply import the doc as a pdf from an app like Dropbox, duplicate it to make enough for everyone, then go round and have each crew member sign one of the documents. For added organisation you can also rename each document with the crew member's name, and add a symbol to signify whether they've signed or not. You can pdf and email straight from the app too.

SCRIPTATION

For larger projects, there's [Scriptation](#), an amazing app which lets you annotate scripts, and then retain those annotations as you update your script with new revisions. The app will even tell you if something you've previously annotated has been changed or deleted, amazing! It also features a handy tool for actors and sound mixers that automatically highlights dialogues with the tap of a button.

CAMERA REPORT

[This app](#) is designed and developed by camera assistants and DITs, reports are saved by Production Titles that contain number of 'days' and 'rolls' within the shoot. You can email reports directly to DITs, Editors, Production or save as a PDF, and even upload images for easy reference.

MAKE UP CONTINUITY PRO

Quite pricy but [this app](#) will save you a boat load in notebooks and pens, this is a lifesaver on larger projects

DUET

Too much going on on your 13" screen? Need to print a copy of the call sheet to look at whilst you put everyone's names into the cost report? Print no more! Use your iPad as a second screen by downloading the free [Duet](#) app and connecting via USB.

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THANK YOU!