

1. **SET UP A SYSTEM:** Define goals for production sustainability, start as soon as production office is set up.
2. **SET YOUR CORE GREEN TEAM:** Assign a crew member or hire an environmental steward or consultant to facilitate new green initiatives and assist with implementing any sustainability initiatives that require more time. Distribute Guidelines: e.g.-MPAA, refer team to resources e.g. PGAGreen.org,
3. **USE GREENER VENDORS:** Communicate green initiatives with vendors, hire vendors that offer green options and work with existing vendors to encourage more environmentally-friendly practices.
4. **PRINT SMARTER:** Print only when necessary, print double sided, and utilize at least 30% recycled paper content, .
5. **BE ENERGY EFFICIENT:** Use energy efficient appliances and equipment in office and on set, keep equipment off when not in use (turn off computers at night!), and implement the use of smart strips.
6. **BUY LOCALLY:** Whenever possible, replace processed/package goods w/ bulk, locally grown, organic & fair trade products.
7. **USE GREEN CLEANING SUPPLIES:** Buy non toxic, eco-friendly cleaning supplies for all departments for office and set use.
8. **USE GLASS:** Use glass instead of paper and plastic whenever possible in office and on set. If you must use paper products purchase biodegradable or compost-able, and established composting program for these products.
9. **INVESTIGATE USING “GREEN POWER”:** Check with landlord or local power authorities to see what’s available in your area.
10. **USE CFL BULBS:** Switch out bulbs wherever possible in office and on set.
11. **CONTROL YOUR CLIMATE:** Keep you’re a/c thermostat 2 degrees higher in summer and heating thermostat 2 degrees lower in winter.
12. **STOP BATTERY WASTE:** Purchase rechargeable batteries when possible, have a plan for recycling batteries.
13. **SET UP “RECOVERY STATIONS”:** Use 3 BINS: A. Cans/bottles/plastic, paper, B. Food waste/compost, C. Trash. Make your recycling program *simple & convenient* in the office and on the set.
14. **POST SIGNAGE:** Remind people to *reduce, reuse* and/or *recycle*. Add “Green Tip of the Day” to the call sheet.
15. **COLLECT DVD’S AND CD’S:** Collect for recycling at end of production. These can be shredded for privacy.
16. **USE HYBRIDS:** Whenever possible rent hybrids and use car services that use more fuel-efficient vehicles. If hybrids are not available, use compact cars.
17. **USE PUBLIC TRANSPORTATION:** Publish public transportation options on call sheets and encourage its use.
18. **USE ALTERNATIVE FUELS:** Encourage the use of bio-fuels or alternative fuels wherever possible.
19. **INSTITUTE A NO-IDLING POLICY:** No idling for trucks and vans & turn off generators when not in use.
20. **INTEGRATE LOW IMPACT LIGHTING ALTERNATIVES:** Use LED’s and CFL’s on set. Communicate in advance with Grip and Electric teams about how to reduce waste and reuse or recycle gels, expendables, etc.
21. **INVESTIGATE SHOOTING/PROCESSING OPTIONS:** If shooting film, consider 3 perf. If shooting digitally, consider memory sticks or hard drives over tape. Recycle scrap film and donate or resell expendables for reuse. Implement digital dailies.
22. **EVALUATE CONSTRUCTION MATERIALS:** Avoid using luan that is not harvested from sustainably managed forest, use low VOC paints, sustainable sourcing for flooring, fabrics, wall coverings. Reuse/repurpose or donate set pieces whenever possible.
23. **EVALUATE WARDROBE MATERIALS:** Use thrift/2<sup>nd</sup> hand clothes versus new, utilize green dry cleaners and non toxic laundry detergents.
24. **TRAVEL RESPONSIBLY:** Avoid charter flights, use hotels that have implemented sustainability guidelines, use public transportation whenever possible e.g.; train vs. plane.
25. **USE OF RECYCLED MATERIALS FOR PRINTED MATERIALS:** Use vegetable based inks for marketing materials, including those used at the VI release of film.

**Please visit our website, [www.PGAgreen.org](http://www.PGAgreen.org), for additional useful information on greening your production. This site includes: an interactive vendor guide, useful links, additional greening tips and so much more.**

**SHARE YOUR EXPERIENCES and SOLICIT GREENING INFORMATION FROM OTHERS Click the link to “STORIES FROM THE TRENCHES”**

**TOGETHER WE CAN MAKE A DIFFERENCE! GO GREEN!**