



# Green Production Guide Toolkit

## Welcome

Welcome! Congratulations on choosing to implement sustainable behaviors and impact-reduction strategies on your show. Read on to learn about the Green Production Guide Toolkit and how to make your production as “green” as possible.

We’d love to hear about your successes – and challenges. Please [contact us](#) to share your story – you might be featured on the Green Production Guide site!

We would also love to know your go-to green vendors. Please don’t forget to submit any new, great eco-vendors you use to the [GPG Guide](#).

Below is an overview for how-to set up a sustainable production and use the GPG toolkit.

### Overview:

- Appoint or hire a Sustainable Production Representative (SPR) to manage and track all sustainable production efforts.
- Review this overview and the Green Production Guide website.
- Determine where your production’s biggest environmental impacts will be. A few questions to consider:
  - Will your show be construction heavy? multiple sets? If yes, think about material sourcing and wood. Typically, the most carbon emissions are from fuel and the biggest biodiversity impact comes from plywood. These increase/decrease based on location/stage work.
  - Are you primarily on stages or on location?
  - How many stages? Size? Are they purpose-built or converted? (i.e., will they have adequate power or need generators while on their stages?)
  - How much construction will you have?
  - How many locations?
  - Any construction on location?
  - Will you be in any one location for a significant amount of time? Is a grid tie possible/feasible?
  - Are any of the locations in a sensitive environment? (e.g., parks, beaches, adjacent to water)
  - Will you have a lot of extras?
- To thoroughly track production impacts and benefits, use the:
  - Production Environmental Accounting Checklist (PEACH)
  - Production Environmental Accounting Report (PEAR)
  - Production Lumber Material worksheet (PLUM)





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- Review the Infographics for pictorial representation of eco-friendly location, office and stage set ups.
- Use eMemo Templates & Tips for communication, Donation guidelines for food and materials, and Flyers and Signs sample.
- See also EMA’s on-screen eco-messaging and behavior placement suggestions as well as a talent green rider.

## Using the GPG Toolkit:

The GPG toolkit is divided into the following sections on the website. Each page has an overview a list of documents and tools for that section.

1	2	3	4	5	6	7
PEAR Carbon Calculator	PEACH Best Practices Checklist	PLUM Production Lumber Worksheet	INFOGRAPHICS Location, Office and Stage	DONATIONS Food and Materials	eMEMO Templates & Tips	FLYERS & SIGNS Samples

### 1. Production Environmental Accounting Report (PEAR)

- Our Production Environmental Accounting Report (PEAR) (aka Carbon Calculator) allows you to assess the environmental impact of your production based on input about utilities, transportation and travel. Further, the tool tracks waste, donations, and other environmentally-impactful purchases like water and paper.
- Multiple departments contribute information to complete the PEAR.
- The Production Office/Travel can assist with flights and hotels;
- Transportation can provide logs for fuel amounts;
- Locations and facilities can provide utility information.
- Be sure to set up a system to track paper and water purchases.
- Ask for waste diversion reports from all haulers; request receipts for food and material donations.
- Depending on your accounting program, you can track more or fewer categories through this.

### 2. Production Environmental Actions Checklist (“PEACH”)

- This PEAChecklist document is broken down by department and offers requirements and recommendations for environmentally-friendly production practices.
  - This should be distributed to HODs as they are hired on during a review meeting. Decide what is possible on this show; set goals. Have HODs relay information to their crew.
  - HODs should review this list now, relay information to their crew, implement what is possible and deliver back their completed section to the SPR.





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- iii. The PEACH doubles as the show's Environmental Media Association ([EMA](#)) Green Seal application. The EMA Green Seal is a recognition program honoring progress in sustainable production. Completing the PEACH will automatically update the checklist. Just copy the EMA tab of the PEACH into a separate Excel file and [submit to EMA](#). If you earn enough points, the show will be recognized!

## 3. Production Lumber Materials worksheet (PLUM)

- a. Purchase sustainable plywood (i.e. FSC Lauan) or alternatives (e.g. Revolution Ply) when available; if available locally, *you should not purchase NON-FSC Lauan*. The PLUM worksheet should be completed by the Construction Department and returned to the SPR at wrap, listing all ply and ply-alternative purchases, including use of repurposed walls and total of all lumber FSC purchases.
- b. Totals on this worksheet can then be input into the PEAR.

## 4. Infographics

- a. Model these pictorial representations of eco-friendly location, office and stage set ups.

## 5. Donation guidelines for food and materials

- a. Part of being a sustainable production means reducing landfill waste by discovering opportunities to recycle or, better yet, reuse material goods. Reuse not only avoids the emissions associated with sending items to the landfill but also can provide social good by helping local communities, individuals or non-profit organizations. Diverting materials from the landfill can also save your production money.
- b. Design now for donations at strike and communicate a re-use it plan for materials.
- c. Refer to the Food Donation guideline document to set up a local recipient for your excess catered food and follow the plan for the smoothest pick-up process. Track how much you are donating and where. This is useful information to identify how much waste the production could divert from the landfill.
- d. Food donations are covered under Good Samaritan Act's in North America! See local regulations in other regions.
- e. Use the Food Agreement if applicable.

## 6. eMemo Templates & Tips

- a. Communicaton is key! Use the these eMemo templates and tips to communicate with your crew as they are hired on and throughout production.
  - i. Sample Memo Template - How To
  - ii. Sample Memo Template - Blank
  - iii. Sample Memo - Pre Production Action Checklist
  - iv. Sample Memo - Pre Production Meeting SPR
  - v. Sample Memo - Mid Point Memo





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- vi. Sample Memo - Wrap Memo
- vii. Sample Memo – Subject Specific - Accounting
- viii. Sample Memo - Subject Specific - Energy
- ix. Sample Memo - Subject Specific - Paper
- x. Sample Memo - Subject Specific - Water
- xi. Sample Memo – Subject Specific - Waste Recycle Compost
- xii. Call Sheet Tips Use Call Sheet Eco-tips daily to keep sustainability in the forefront.

## 7. Flyers and Sign sample.

- a. Clear, bold signs are necessary to communicate waste and water systems. Adapt the samples to reflect your waste stream (landfill, incineration, mixed recycle, compost...) requirements.
  - i. See also Recycle Across America.
- b. Have fun! Engage cast and crew to make custom signs holding their own refillable bottle and post at hydration stations.
- c. Use the colorful flyers to educate crew on the impacts of idling, water bottles and food.

## Role Model

**On-Screen** - When content appropriate, make suggestions to incorporate sustainable behaviors and messaging on-screen. Conversely, do not show characters modeling un-sustainable behaviors such as using plastic disposable water bottles or bags unless necessary for the story. Incorporate eco-messaging with environmentally-friendly billboards, cab toppers or poster set dressing. Last, with proper clearances, use eco-version of set dec and prop products. See suggestions at Environmental Media Association (EMA) along with a talent green rider.

## Checking in

Weekly walkthroughs will be important to ensure that everyone is on the right track for sustainable production. Use the weekly walkthrough checklist in the toolkit to keep track and adjust during production. Consider posting your weekly walkthrough and/or each major set change and updates to Scenechronize or other digital file sharing system.

Remember to document all your behind-the-scenes and on-screen efforts and share updates with the crew!