

GREEN FILMING BADGE

Guidelines Ecological Office

The office of a film production takes on a central function when it comes to making a film production sustainable and resource-saving. The "ecological office" can serve as a model for the entire film production.

The following guide collects ideas and food for thought – and does not claim to be exhaustive. Because in green production, the principle always applies: with creative ideas, you can always find new ways in the team and develop solutions together.

OFFICE CULTURE

In a film production, the team members come together for a limited and very intensive time. That is why it is important that new sustainable and resource-saving measures are introduced with a great deal of respect and understanding. Proper preparation is the first priority.

GET THE TEAM ON BOARD EARLY

Start communicating with the team at an early stage. The earlier employees are involved, the greater their sense of responsibility for each individual decision.

In addition to providing information about the planned ecological measures, it is also worthwhile to formulate concrete goals, together as a team.

Tip:

Hang small reminders in the offices with your goals or tips and tricks for going green.

CREATE SPACE FOR INDIVIDUAL IDEAS

Also give your employees the opportunity to pass on newly learned tips to all their colleagues. For example, an info board, chat channel or bulletin board can be helpful here and provide current tricks, facts and figures.

LOOK FOR SUSTAINABILITY WHEN BUYING COFFEE, WATER & OTHER FOOD & BEVERAGES

When buying food and beverages for the office, look for certificates such as Fairtrade, organic (i.e. the organic label Demeter), or get products from regional cultivation. It can also be helpful to use organic delivery services that regularly supply the office with fresh, organically grown food by subscription services.

Talk to your employees about water consumption in the office. Tap water with water sparklers such as Soda Stream may be sufficient for the team. Instead of plastic bottles, products that are sold in glass bottles and which also support social projects are always the better choice. Regional water should always be preferred to avoid long delivery routes.

In addition to buying Fairtrade coffee, it's also important how you prepare it: You'll be better off with pad or filter machines than with waste-intensive capsule machines.

MOBILITY TO THE OFFICE AND TRAVEL

Driving to the office by car may be convenient, but it is also quite harmful to the environment: For example, if you travel to work by public transport instead of by car for a year, you can save around 3,700 euros and around 320 kilograms of CO2 for a distance of 25 kilometers (assumption: on 220 days you travel 25 km to work by local trains and on foot instead of by car, source [Federal Environment Agency](#)).

CREATE INCENTIVES FOR PUBLIC TRANSPORT OR CYCLING

Make your crew aware of the issue and encourage them to come to the office by public transport, bicycle, on foot or by carpool. Incentives can include contributing to the cost of subscriptions for public transportation or rental bicycles.

Avoid unnecessary cab rides. In many cities, there are alternatives such as environmental cabs or ridesharing services like MOIA or UBER that will also get you to your destination quickly.

Use environmentally conscious shipping and courier services such as bike couriers.

CONSIDER VIRTUAL MEETINGS

It is worthwhile to check before each appointment whether your presence on site is really necessary. A video or telephone conference may be just as effective and much more environmentally friendly.

LOOK CLOSELY AT TRAVEL AND HOTELS

When traveling on business, the distance between the hotel and the filming or event location should be as short as possible. Anything else leads to unnecessarily long journeys and thus to high CO2 emissions.

Train travel is usually the most environmentally friendly means of transportation and emits on average 90 percent less CO2 than a flight. That's why air travel only makes sense if the corresponding rail trip would take more than 5 hours.

Meanwhile, there are more and more green-certified hotels where you can stay. Alternatively, apartments or vacation homes are recommended.

Helpful for sustainable hotel selection are websites like:

- [certified.com](https://www.certified.com)
- [viabono.com](https://www.viabono.com)
- [greenline-hotels.com](https://www.greenline-hotels.com)
- [greensign.com](https://www.greensign.com)
- [greenkey.global](https://www.greenkey.global)

- bookdifferent.com

OFFSET YOUR CO2 FOOTPRINT

Offset unavoidable greenhouse gas emissions through offset payments where possible. Important here:

- Give priority to avoiding greenhouse gas emissions over offsetting them
- Consider carefully the quality of the offer and the provider when making compensation payments
- "Climate neutral" products are not automatically environmentally friendly.

More information is available at umweltbundesamt.de

OFFICE NEEDS

Energy savings of up to 60 percent can be achieved in an office. Particularly when it comes to consumption of office supplies, there is much to be gained from environmentally conscious behavior and the elimination of old habits.

REDUCE YOUR PAPER CONSUMPTION

This works by creating, reading and saving documents such as info letters, invoices or contracts digitally from the outset. When something really needs to be printed, print on both sides of the paper.

Tip:

Print scripts only when actually needed. Try to work with digital solutions as long as possible.

USE RECYCLED PAPER

The "Blue Angel" seal, for example, guarantees that the paper is 100 percent recycled.

USE ENVIRONMENTALLY FRIENDLY UTENSILS

Use working utensils such as loose-leaf binders or file folders made from recycled paper and cardboard. These can also be used multiple times. Products made of PVC or coated with foil should be avoided.

Avoid adhesives with solvents or disposable products, for example. Look for sustainable solutions and products made from recycled materials. The following websites can be helpful in this regard:

- en.koinno-bmwi.com
- compass-sustainability.com
- sustainable-procurement.info
- memo.com

SEPARATE AND DISPOSE OF WASTE PROPERLY

Precisely labeled waste bins facilitate proper waste separation.

In addition, ensure that equipment and utensils from the office are disposed of properly. Find out about collection points in your area.

OFFICE TECHNOLOGY AND SOFTWARE

The technological market is constantly evolving, so here, too, new energy-efficient technology can save a lot of energy or waste.

Tip:

If your office use is only for a limited time, consider whether it might make more sense to rent the office equipment instead of buying it.

For all purchases, ecological test seals such as the Blue Angel or the Austrian Eco-Label can provide orientation. These websites can help you to get an overview of the appropriate test seals:

- label-online.com
- sealclarity.com

FOCUS ON GREEN TECHNOLOGY SOLUTIONS

If new IT purchases are pending, find out about green IT solutions and try to purchase them if possible. More information: green-it-wegweiser.de

When buying new appliances, pay attention to their energy consumption. Here, it can be helpful to resort to an energy-saving traffic light.

A central printer or multifunction device for the entire department or company is more economical than individual models at each workstation.

Toner and ink cartridges can be refilled or taken to specialized remanufacturers. There, they can either be refilled or recycled in parts.

SAVE WATER AND ELECTRICITY

Economical water consumption is not only good for the environment, but also for your wallet. For example, make sure the faucet doesn't drip and only turn on the dishwasher when it's full.

Be sure to use LEDs instead of traditional bulbs in all office spaces, and only turn on lights when they're really needed.

Try to get your electricity from a green power provider. Green electricity can save up to 90 percent CO₂. The following websites will help you find the right green electricity provider:

- eco-electricity-provider.info
- eco-electricity-comparison.com

AVOID STANDBY MODE

Turn off your appliances at the end of the workday, whether it's your computer, monitor, coffee maker or microwave.

Disable screen saver and set the computer to enter sleep mode after a few minutes of idle time. In Windows you can find the settings in the Control Panel, in Mac in the System Preferences.

USE ECOLOGICAL SEARCH ENGINES

...like [ecosia.org](https://www.ecosia.org) or [gexsi.com](https://www.gexsi.com), which operate CO2-neutral and rely on green electricity.
More info: [utoxia.de](https://www.utoxia.de)

More energy-saving tips for the office are also available at [nabu.de](https://www.nabu.de) (PDF). We will be happy to provide you with information on green service providers in our region in a personal meeting.