

## How to guide for the production design team and art department

This toolkit is compiled and designed for user-friendly access for all industry members especially the art department and team, in order to decrease a film's carbon footprint and become a more sustainable production.

This green-production toolkit will follow the four key areas, namely 1 - set building, 2 - set dressing, 3 - props and 4 - costume and wardrobe and 5 - hair and make-up.

### 1. Set building

- Use existing locations.
- Decrease travel and shipment during set building.
- Use local materials, art department crew and hardware.
- Go paperless.
- Work digitally when communicating with the art department - drawings, plans and blueprints could be done and shared digitally.
- Reuse existing sets.
- Use nails instead of screws - easier to take apart the components and reuse the flats.
- Use materials with eco-labels, such as FSC timber.
- Use of second-hand building materials.
- Use and reuse sustainable hardware.
- Use eco-conscious and sustainable materials and products such as wood, paper, brushes, tools, varnish and paints.
- Use biodegradable materials.
- Recycle all building materials.
- Reusing and or upcycling building materials, hardware and flats.
- Donate what you can - to the local community or other film productions.

### 2. Set dressing

- Decrease travel and shipment while creating or sourcing set dressing.
- Use local materials, art department crew and hardware.
- Again, go paperless.
- Share ideas digitally.
- Reuse set dressing.
- Source set dressing locally - purchase at a thrift store or flea markets.
- Use second hand set dressing elements.
- Purchase your set dressing from sustainable businesses.

- Source sustainable set dressing - eco-conscious and sustainably made furniture, curtains, bedding, wall art, kitchen utensils, stationery and clutter elements.
- Reuse set dressing pieces.
- Upcycle set dressing pieces - for instance, creating a desk through upcycling boxes used in catering.
- Use sustainable materials when producing new set dressing pieces - sustainably sourced wood, paper, paint, hardware, wool and cloths.
- Avoid toxic and unrecyclable materials - polystyrene, single-use plastic and paints - when producing set dressing.
- Rent set dressing and resend out set dressing to other productions.
- Donate to second-hand stores or charities.
- Recycle any set dressing that cannot be reused.

### 3. Props

- Decrease travel and shipment while creating or sourcing props.
- Use local materials, art department crew and hardware.
- Again, go paperless.
- Work digitally when communicating with the art department.
- Reuse old props.
- Purchase your props locally - second-hand stores and thrift stores or at flea markets.
- Purchase your props from sustainable businesses.
- Upcycle prop pieces.
- Use sustainable materials when creating props - eco-conscious and sustainably sourced wood, hardware, paints, clothes, fabrics and bamboo.
- Avoid non-recyclable and nonreusable props - single-use plastics and polystyrene.
- Make use of props that can promote sustainability and model environmental conscious behaviour - recycle bins, reusable coffee cups and glass straws.
- Store props for future use.
- Rent props and rent out props to other film productions.
- Donate to a second-hand shop or a charity.
- Recycle any props that cannot be donated or reused.

### 4. Costume and wardrobe

- Decrease travel and shipment while creating or sourcing wardrobes.
- Use local materials, art department crew and hardware.
- For the fourth time, go paperless.

- Work digitally.
- Reuse costumes and wardrobe.
- Upcycle accessories, costumes and wardrobe.
- Purchase your wardrobe and accessories locally - local businesses, second-hand stores and thrift stores.
- Purchase your wardrobe and accessories from sustainable businesses.
- Borrow or rent clothing and accessories.
- Hire any robes and towels or use stock, rather than buying fresh ones.
- Use cloth clothing bags instead of plastic clothing bags.
- Avoid throwing out hangers.
- Sustainably produced costume, wardrobe and accessories - sustainable materials, fabrics, cloths and wool.
- Use your creativity and reuse and upcycle scraps and other waste materials.
- Wash clothes with an energy-efficient and water-efficient washing machine and eco-friendly washing powder.
- Use environmentally friendly ecological detergents and soaps.
- Use energy-efficient irons, steamers and kettles.
- Use reusable laundry baskets.
- Donate clothing and wardrobe after use.
- Recycle all wardrobe and accessories pieces if they cannot be donated or reused.

## 5. Hair and make-up

- Decrease travel and shipment while sourcing make-up.
- Use local art department crew.
- Reuse make-up, wigs and other hair accessories.
- Buy second-hand accessories.
- Use sustainable, cruelty-free and vegan makeup and brands.
- Use eco-conscious makeup artists and hairstylists.
- Use environmentally friendly products - eco-friendly hairspray, tools, makeup, cotton balls, swabs, remover and lotion.
- Use carbon neutral, biodegradable and compostable packaging.
- Use rechargeable batteries in electric - razors, hand fans, hairdryers, and curling tools.
- Reuse electrical items.
- Adopt energy-efficient workflows and decrease water waste.
- Donate what could be donated to charity.
- Recycle all items that cannot be reused or donated.

\*Remember to state at the beginning/end of your film that sustainable practices and eco-conscious workflows were used during the production process. This could provide additional environmental awareness to the audiences, evoke eco-friendly curiosity and could lead to the audience's eco-conscious debate and perspectives.