

BAFTA ALBERT SUSTAINABLE PRODUCTION GUIDE

Production Management / Production Office Team

Every department in our industry has a part to play in the journey toward a low-carbon future. The Production Management team and Production Office play a key part in a production's success from planning through to daily coordination. The way production teams organise and communicate across every department can make a real difference in supporting sustainable choices, driving productions that are greener and more efficient.

This guide includes general considerations as well as a checklist your department can use to create its own action plan that will help the production achieve BAFTA Albert certification.

Production Management / Office Sustainability Checklist

Each action below is tagged with the Certification Question code(s) it supports. This shows how day-to-day department activity feeds into the certification. The checklist itself isn't evidence, but working through it will help ensure you're supporting the production as a whole, in the right direction on its sustainability journey.

The actions correlate with Certification Question codes **1.1, 1.2, 1.4, 1.5, 2.2, 2.6, 2.7**

Pre-production

Awareness and Engagement (1.5)

- ☐ Encourage early sustainability integration by setting a sustainability agenda and sharing this with crew (e.g. a green memo) and avoid last-minute unsustainable decisions.
- ☐ For Admins on the BAFTA Albert toolkit, determine and apply for the appropriate certification route ([Committed or Certified](#)) within the required timeframe and follow the relevant KPI requirements.
- ☐ Create a sustainability budget that includes funding, planning, and cost assessment of sustainability initiatives.
- ☐ Advocate for sustainability professionals to be involved from pre-production onward, ideally integrated within the crew and full time. For more information please see ScreenSkills's National Occupational Standard [checklist for Sustainable Production Professions](#).
- ☐ Responsibility for sustainable actions to be clearly assigned across all levels, from producers, to HODs, to crew.

- ☐ Attend **BAFTA Albert's [Production Sustainability Workshop](#) training**. Certificates for this type of training are accepted as production training in the carbon action plan when applying for BAFTA Albert certification.
- ☐ Ensure all crew have completed the [BAFTA Albert and Screenskills](#) training as a part of the onboarding process and consider having all HODs attend more [in-depth sustainability training](#).
- ☐ Hold HoDs briefing session on sustainability.
- ☐ Share sustainability ideas with other productions and across the industry to learn from other productions' experiences.
- ☐ Empower crew to recommend sustainable solutions through two-way conversations. Invite a range of job roles to participate and suggest ideas or recommendations.

Supplier/Cast Engagement (1.3, 2.5 and 2.8)

- ☐ Negotiate contracts with sustainability in mind.
- ☐ Explore conversations with onscreen talent to see whether a [Green Rider 'handshake agreement'](#) could be initiated.
- ☐ Ask facility contact about environmental policies for the unit, including transport options, mobile power planning, green kit available to hire, and day to day management on location.
- ☐ Select suppliers based on sustainability policies, and proximity to filming locations and studios.
- ☐ Include sustainability targets in catering contracts.
- ☐ Use [BAFTA Albert Suppliers Directory](#) for planning and sourcing suppliers – for UK filming only.

Travel Planning (2.3)

- ☐ Enable remote working where possible.
- ☐ Conduct reces and meetings virtually.
- ☐ Use existing or archive footage.
- ☐ Choose filming locations closer to production base, both nationally and internationally.
- ☐ Plan for virtual production methods for filming that would otherwise require long-haul travel.
- ☐ Target high-impact areas with lower emission options (travel, energy, waste).
- ☐ Schedule filming effectively to reduce carbon emissions from transporting the unit between locations.

Production

Awareness & Engagement (1.5)

- ☐ Formalise Feedback Mechanisms by creating crew surveys but also recognize the value of informal feedback and relationship-based insights.

- ☐ Offer crew the option of a donation to a sustainable cause instead of gifts, or select environmentally friendly crew gifts.
- ☐ Encourage collaboration and communication between departments to find sustainable options and solutions, e.g. sharing resources instead of buying new.
- ☐ Share carbon footprint data / visuals with crew and feature the impact that lower-carbon choices could have.
- ☐ Build crew engagement through community benefit initiatives, such as donations to schools, theatres, food banks, etc.
- ☐ Before wrap, review sustainability performance, gather feedback and share learnings with the whole cast and crew while they are still on the production.

Business Travel (2.4)

- ☐ Eliminate UK mainland domestic flights.
- ☐ Avoid international mainland domestic flights where possible.
- ☐ Encourage the use of trains for long-distance journeys.
- ☐ Travel economy class for domestic and international flights.
- ☐ Where flights are unavoidable, select airlines with fuel-efficient fleets or access to sustainable aviation fuel.

Accommodation (2.5)

- ☐ Reduce accommodation needs by hiring local cast and crew.
- ☐ Where accommodation is needed, commit to booking 100% renewably powered accommodation.
- ☐ Book accommodation as close to filming locations to reduce need for further travel.

Materials & Waste Management (2.7)

- ☐ Use a reputable waste management service to ensure waste is correctly managed.
- ☐ Provide separate bins for waste, recycling, paper and food.
- ☐ Clearly label bins and make them easily accessible. Labels which include both words and pictures and are colour coded are the most effective.
- ☐ Facilitate specialised recycling (e.g., cartridges, batteries, polystyrene and soft plastics).
- ☐ Ask your waste supplier for recycling reports and waste transfer notes.
- ☐ Place signs to encourage reduction of consumption before reuse and recycling.
- ☐ Use recycled or biodegradable bin bags.
- ☐ Request suppliers to take back packaging.
- ☐ Eliminate or return coffee pods via take-back programmes, such as [Podback.org](https://www.podback.org)

- ☐ Eliminate single-use plastic such as water bottles, cutlery, individually wrapped catering items etc. Encourage crew to bring their own where applicable (e.g. bottles, reusable Tupperware).

Post-Production (1.2, 1.5, 2.7)

- ☐ Once all data is collected, thoroughly review sustainability performance review.
- ☐ Always try to reuse or rehome electronic equipment.
- ☐ Ensure responsible disposal of electronic waste if broken.
- ☐ Return or reuse leftover office supplies.
- ☐ Share sustainability report with stakeholders.
- ☐ Carbon footprint is calculated and verified at the end of production using the BAFTA Albert Carbon Footprint Data Tracker.
- ☐ Keep a copy of the carbon footprint and data breakdown for your production; this can be a useful reference when planning future productions.
- ☐ Get in contact with us at albert@bafta.org if you wish to share your production's sustainability story and would like to participate in a case study.

Facilities and Operation (2.2, 2.4, 2.7)

- ☐ Use 100% renewable energy certified sources.
- ☐ Consider shared office facilities to reduce energy and resource use.
- ☐ Create an active environmental policy including energy efficiency.
- ☐ Empower team to adopt sustainable practices in daily work and life.
- ☐ Encourage the use of public transport, car sharing and bicycles when commuting to work.
- ☐ Signpost cast and crew to nearest charging points, or if in a permanent space, install EV charging points or encourage your landlord to do so.
- ☐ Use clean transport for deliveries.
- ☐ Recycle electronic waste responsibly.
- ☐ Switch off machines at the socket when not in use.
- ☐ Set minimum and maximum safe working temperatures for unit bases, locations, offices, and workshops to manage climate-related temperature risk. Document controls in Health & Safety risk assessments and share with facilities, location, and production teams to enable appropriate action plans.

Supplies and Paperwork (2.6, 2.7)

- ☐ Look to repair office furniture and equipment before replacing it. If it needs replacing, search for secondhand options first.
- ☐ Source office supplies from other productions or recycled.
- ☐ Bulk purchase office and food supplies to reduce the number of journeys required.
- ☐ Use reusable crates, boxes, and bags.
- ☐ Printers set to double-sided printing, if you must print.
- ☐ Implement opt-in policy for paper copies.
- ☐ Default to digital distribution of paperwork.
- ☐ Adopt paperless solutions for onboarding and accounting.
- ☐ Use ink-efficient fonts (e.g., Times New Roman, Calibri Light) to reduce ink and toner consumption.
- ☐ Use white copy paper with 100% recycled content.
- ☐ Use colored copy paper with 30% recycled content.
- ☐ Use paper from sustainable sources (FSC, PEFC).