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**GREEN MEMO / ROMEO + DUET**

**EVERYONE CAN HELP US MINIMISE OUR CARBON FOOTPRINT BY MAKING SMALL CHANGES…**

* **PRINT LESS:** We operate an “Opt In” printing policy so let us know if you require paper print outs. On
* **BRING YOUR OWN** – We encourage you to bring your own reusable water bottle to location and beyond.
* **THINK ABOUT TRANSPORT** – If public transport is a viable option for you, please consider it subject to government advice re social distancing. IF you use taxis, think about taxi firms who use hybrid cars. Please turn off vehicle engines when idle.
* **NO INTERNAL UK FLIGHTS** – We will either use Trains, Low emission Vehicles where possible. We have team all over the UK and it is important that we do not use aviation travel for this domestic production.
* **HOTEL and ACCOMMODATION**: Check the Sustainable credentials of the hotels near the Studio, the crew will be based nearby to reduce travel for team on shoot days.
* **LESS MEETINGS** – We favour phone/video meetings over physical meetings at all times unless physical presence is essential.

As well as this, please can each department to focus on things they can do to be sustainable:

**PRODUCTION**

**Where possible, we will use ethical and environmentally conscious suppliers preferably using 100% renewable energy.**

* **TRANSPORT -** We aim to only hire low emission vehicles, and will look for the greenest route possible.
* **REDUCE, REUSE, RECYLCE –** Waste has a big impact, so we will recycle and reuse as much as we can.
* **HOME WORKING-** As we are in an age where the production office consumption is less due to remote working of our teams, we would ask to think environmentally about their own working environment and if there are any changes that they can make to work in a more sustainable way- Renewable energy, Energy saving bulbs or water saving can all help to cut emissions!
* **GREEN OUR MONEY-** We hope to constantly review and amend our spending to ensure that we can move money away from investing in fossil fuels or other high carbon consumption industries.

**ON LOCATION: LIGHTING/SOUND/DESIGN**

Our energy use is a big contributor to our carbon footprint. So we want to reduce our need for power as much as we can…

* **LOW ENERGY LIGHTS** – We want to use as many low-energy and LED fixtures as we can, without compromising on the visuals.
* **RECHARGABLE BATTERIES** - In the UK we only recycle 22% of all single use alkaline batteries. We don’t want to add a single battery to this figure, so we encourage everyone to use rechargeable batteries.

**STUDIO**

* **RENEWABLE ENERGY** – Working with Dock 10 we want to ensure that we make the most sustainable choices, they have run through so many
* **FOLLOWING AND ADHERING TO THEIR SUSTAINABILTY OBJECTIVES** - Making sure that we communicate the disposal and recycling policies to the crew so that everyone is aware of the process.

**POST PRODUCTION**

* **RENEWABLE ENERGY** – Working with THE FARM we want to ensure that we make the most sustainable choices, they have run through so many
* **FOLLOWING AND ADHERING TO THEIR SUSTAINABILTY OBJECTIVES** - Making sure that we communicate the disposal and recycling policies to the Post production team so that everyone is aware of the process in the facility.

**PROPS/SETS AND MATERIALS**

As always we are making a conscious start to avoid any waste…

* **BUILDING OUR SET -** We will aim to only use FSC accredited wood and other materials.
* **PAINT:** We will aim to only use Low Voc paint.
* **PRE-LOVED:** We will re-use set materials and props wherever possible. Where items cannot be used again on camera, we will endeavour to find a use for them backstage.
* **DISPOSAL:** All set that can be stored and reused for the next series where possible. Anything that is not able to be stored or is broken will be disposed of in an environmentally conscious way.
* **WARDROBE-** For Contributors we will be aiming for them to bring in their own clothes for this, the stylist will be briefed on representing sustainable or preloved outfits for the presenter. Fast Fashion is a highly polluting unnecessary emissions so aligning to brands with high standards of ethics and sustainability within the budget will be preferred.

**CATERING:**

* **MEAT FREE MONDAY-** This will reduce the emissions for having one day per week with no meat on set.
* **LESS FOOD WASTE** – We will arrange catering for as close to the correct amount of team in studio as possible to avoid food waste. Please encourage your teams to respond when asked whether they will or will not be having any provided catering.
* A picture containing icon

  Description automatically generated**SINGLE USE PLASTIC -** We will strive to reduce the amount of single-use plastic used on set, and avoid any disposable food and drink containers or crockery that is not biodegradable. Water fountains for the re-filling of re-usable bottles can be found throughout the studio complex.