

NATURAL HISTORY DOCUMENTARY

e.g. Natural History Documentary over multiple locations.

We understand the complexity of tracking your carbon footprints when making Natural History Documentaries. Below is a suggested method for your production which has proven successful. The aim of this suggested workflow is to help you to track your productions footprints by allowing you to split it over multiple files.

You are more than welcome to follow the regular method of completing a Footprint and Carbon Action Plan on one single production file, if it suits. This is just a suggested alternative should you find it easier. This method is strictly for Natural History Documentaries only.

Remember: You are more than welcome to use the toolkit to just track your Carbon Footprint, but if you are hoping to be gain certification you will need to complete both the Carbon Footprint **and** Carbon Action Plan.

Example

File	Example Title	Requirement:
Main Production File	'Earth Doc Series 1 – Main File'	CAP & Draft Footprint <i>This is the main production file where you will fill out your Draft Carbon Footprint and where you will complete your Carbon Action Plan and if successful be approved for use of logo. This is where you can also use the notifications section to provide information on all the files connected to this main one.</i>
Additional Production File	'Earth Doc Series 1 – Bird of Paradise'	No CAP, Actual Footprint for segment. <i>File referenced in the notifications section of the main file to confirm the files are linked. The Carbon Action Plan section can remain blank. The Carbon Footprint can be filled out to according to the emissions of this particular shoot.</i>
Additional Production File	'Earth Doc Series 1 – Gorillas'	No CAP, Actual Footprint for segment <i>File referenced in the notifications section of the main file to confirm the files are linked. The Carbon Action Plan section can remain blank. The Carbon Footprint can be filled out to according to the emissions of this particular shoot.</i>
Additional Production File	'Earth Doc Series 1 – Salamander'	No CAP, Actual Footprint for segment <i>File referenced in the notifications section of the main file to confirm the files are linked. The Carbon Action Plan section can remain blank. The Carbon Footprint can be filled out to according to the emissions of this particular shoot.</i>

Your Productions

ADD PRODUCTION +

4 productions

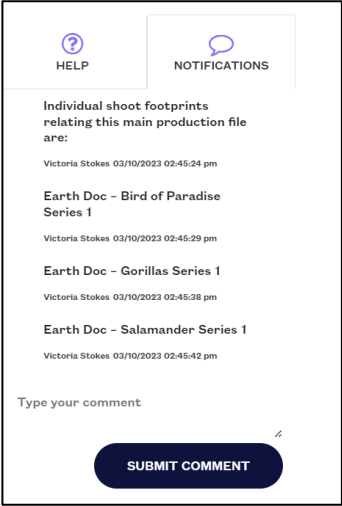
EXPORT TO EXCEL

Order: Action plan last edited

	Phase	Footprint	Carbon Action Plan
Earth Doc - Main Production File Series 1 12345 Type: TV programme/series Genre: Factual entertainment Production Company: albert productions (United Kingdom of Great Britain and Northern Ireland (the)) Broadcaster: albert Broadcasting		IN PROGRESS	IN PROGRESS
Earth Doc - Bird of Paradise Series 1 12345 Type: TV programme/series Genre: Factual entertainment Production Company: albert productions (United Kingdom of Great Britain and Northern Ireland (the)) Broadcaster: albert Broadcasting		IN PROGRESS	
Earth Doc - Gorillas Series 1 12345 Type: TV programme/series Genre: Factual entertainment Production Company: albert productions (United Kingdom of Great Britain and Northern Ireland (the)) Broadcaster: albert Broadcasting		IN PROGRESS	
Earth Doc - Salamander Series 1 Type: TV programme/series Genre: Factual entertainment Production Company: albert productions (United Kingdom of Great Britain and Northern Ireland (the)) Broadcaster: albert Broadcasting	PRE-PRODUCTION	IN PROGRESS	

Please note: Past productions have either divided it by segment or by location.
How you decide to divide the footprints are up to you, so long as everything is captured.

Step by Step Guide

Period	Requirement	Info
Step 1	Create a MAIN PRODUCTION FILE	<p>Add the following comment in the notifications section:</p> <p><i>FAO: ALBERT</i> <i>This is a Natural History Documentary. The CAP and draft footprint will be completed on this file. The actual footprints for the various segments will be completed on separate files.</i></p> <p>It's really important that when you create a new production file that you complete to complete both the CAP and the Draft Footprint (as best you can) in this one file.</p>
Step 2	Complete a draft Carbon Footprint in the MAIN PRODUCTION FILE	Complete in Pre-Production. We understand the complexity of this for NH, so please complete this as best you can with the information you have.
Step 3	Complete Carbon Action Plan (CAP) and submit in the MAIN PRODUCTION FILE	Complete and submit in Pre-Production.
Step 4	Supply 60% of CAP Evidence in the MAIN PRODUCTION FILE	If you can provide 60% of the required evidence, demonstrating your sustainable efforts we can pro-approve the use of the logo. Please refer to our End User Agreement
Step 6	In the MAIN PRODUCTION FILE reference all linked files.	<p>In the main file, please use the notifications section to reference all of the footprints that are associated with this production so we can ensure that they have all been audited.</p> <p>For example:</p> 
Step 5	Complete Carbon Footprints in the additional production files specific to the shoot.	Complete the carbon footprints for each shoot and submit for audit no earlier than 1 month before the end of your production.
Step 5	Supply the remaining 40% of CAP Evidence in the MAIN PRODUCTION FILE	<p>Provide the remaining evidence for your Carbon Action Plan by the end of your production.</p> <p>For proof of offsetting, please add all of the totals together from the various footprints, pay the offset in one go and upload the receipt.</p>
Step 7	Final approval & Logo download from the MAIN PRODUCTION FILE	Once all of the footprints and CAP evidence has been approved, albert can grant final approval and mark the production as complete.

