

**DAVIDE BALULA**  
**PROJECT CHECKLIST**

This checklist is a basic guide of areas to consider when planning a project.  
Consult this document early in the planning process, and return to it often.

PLAN AHEAD, TALK OPENLY ABOUT ALTERNATIVES,  
PRIORITIZE TRANSPARENCY AND SHARING

<b>Reduce Emissions</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Track carbon emissions as thoroughly as possible, and consider these top areas of emissions in particular:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Shipping</li> <li><input type="checkbox"/> Project Travel</li> <li><input type="checkbox"/> Electricity Use (specifically related to the exhibition or artwork)</li> <li><input type="checkbox"/> Building Electricity and Gas</li> <li><input type="checkbox"/> Visitor Travel</li> </ul> </li> <li><input type="checkbox"/> Actively select alternatives that reduce carbon emissions</li> <li><input type="checkbox"/> Calculate carbon emissions</li> <li><input type="checkbox"/> Make a donation to <a href="#">conserve land</a> or adopt another strategy to reflect the project's emissions.</li> <li><input type="checkbox"/> Share emissions publicly with transparency</li> </ul>
<b>Minimize Waste</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Track all material used for exhibition and indicate after life destination             <ul style="list-style-type: none"> <li><input type="checkbox"/> Tip: use budget line items or a material afterlife checklist</li> </ul> </li> <li><input type="checkbox"/> Refuse, Reduce, Repurpose, Reuse, Recycle</li> <li><input type="checkbox"/> Prioritize biodegradable, non-toxic, recycled material, ethically-sourced material, including sustainable packing materials [<a href="#">Resource Link</a>]</li> <li><input type="checkbox"/> Avoid plastics (especially single-use), vinyl.</li> <li><input type="checkbox"/> Share waste report publicly with transparency</li> </ul>
<b>Invest in People</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Opt for vendors that are local, BIPOC-owned, female-owned, and/or small businesses with internal business practices with shared values.</li> <li><input type="checkbox"/> Acknowledge indigenous land and contact local indigenous communities about appropriate actions.</li> <li><input type="checkbox"/> Share project team demographics publicly with transparency (race, gender and other known key metrics of the team directly working on the project, the board of directors, and leadership)</li> </ul>
<b>Shift Paradigms</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Echo and align with local initiatives around climate, equity, justice, and indigenous communities.</li> <li><input type="checkbox"/> Make information about the project's climate impact transparent by creating a case study, including in the catalogue, wall text, or website, hosting a talk or event, etc.</li> <li><input type="checkbox"/> Assess project donors climate impact.</li> <li><input type="checkbox"/> Assess overall impact, successes, challenges, and ways to improve. Make this assessment publicly transparent.</li> <li><input type="checkbox"/> Engage internally with the project team on core values</li> <li><input type="checkbox"/> Engage with audiences on core values</li> <li><input type="checkbox"/> Engage with government, structural, and global efforts on core values.</li> </ul>