



## Sample Memo

### How to Use

The Green Production Guide has a series of sustainable production memos for Producers and/or Sustainable Production Representatives (SPRs) to send during different timeframes of the production. To access these memos, go to [GreenProductionGuide.com](http://GreenProductionGuide.com).

### You can use the sample memos in several ways:

#### Option 1

Cut and paste the key messaging into your own letterhead or email body. Look at the sample below to see what sections you can cut and paste.

#### Option 2

Use the Green Production Guide letterhead and insert your show's logo and production information into the designated boxes.

Cut out or delete the box that indicates *"How to use this memo"* while getting ready to send to the department or team.

Enter your own production information in the style that you choose or use the style that is on the template.

#### Option 3

Download the Green Production Guide's blank letterhead to send your own green messaging!

### How-to Section of Memo

This section is to help the SPR, Producer or person sending the memo to know when to send the memo and who to send it to based on the key messaging and content. Follow these steps while crafting your memo and delete these instructions prior to sending if you're using the Green Production Guide's letterhead or template.



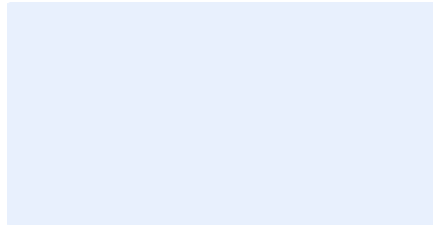


## Sample Memo Template

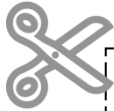
Delete the *How-to* section when crafting your memo

### **How to use this memo**

- Who to send to
- When to send
- Insert Production Branding



*Insert Production Information here and click picture icon to the left to insert production logo or branding*



**Date:** Insert

**To:** Insert Contact Here

**Subject:** Insert Subject Here

### *Sample Messaging Below...*

As part of our green initiative, we will work to reduce our environmental impact and carbon footprint both behind the scenes and on screen. Your support and assistance are crucial if we are to achieve our goals in making this the greenest production possible.

Wherever possible we'll be reducing our waste, sourcing environmentally responsible materials, and implementing re-use it programs through donation. Throughout the process, we will be tracking our carbon emissions and will need your cooperation in gathering information. It is important that each head of department (HOD) is aware of our **sustainability** objectives and priorities and that each crew member participates.

### **Weekly Walkthrough**

Weekly walkthroughs will be important to ensure that we're all on the right track for sustainable production. Please post weekly and/or for each major set change, sustainability walkthroughs and updates to a digital file sharing system.

### **OR**

If you'd like to use the Green Production Guide's letterhead with your own messaging, go the [GreenProductionGuide.com](http://GreenProductionGuide.com) to download the template.

You can cut & paste this section into your letterhead or email body

