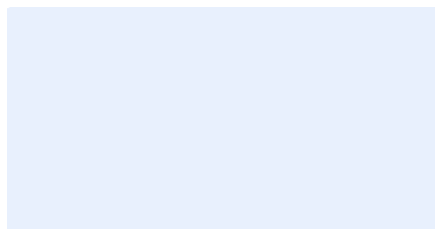




How to use this memo

- Customize, copy and paste the **Wrap eMemo** below.
- **eDistribute to all crew, including HODs during Wrap**



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

Date: *Insert*

To: *All Crew*

Subject: *Insert Subject Here (e.g., Sustainable Production Wrap Memo)*

A big thanks to everyone for pushing sustainable production practices! As we close out, please refer to appropriate resources indicating where to donate or recycle materials.

Please be aware that the following deliverables are due from HOD by:

[insert Date]

Wrap Department Checklist

- ☐ **All HODs: Turn in your section of the PEAChecklist!** In addition to your **PEAChecklist** include all eco-purchase information and any **green vendors** you used for products or services so they can be included in the **Green Production Guide** online list of vendors. Share Stills or screen shots of on-screen messaging or behavior placements
- ☐ **Construction:** Turn in the **PLUM** (Lumber Worksheet). Implement end-of-use material recovery plan for donations.
- ☐ **Locations:** ask waste vendors for waste diversion reports. Send waste diversion information to your SPR., with location contact information and utility data.
- ☐ **Set Dec & Props:** note any on-screen sustainable behavior &/or message placements with scene information and set stills. Arrange for material donations.
- ☐ **Transportation:** fuel log, noting totals by type (e.g. diesel and gasoline) and diesel by use (i.e. vehicle v equipment); acknowledgement of no-idling requirement. This may also be done through the Accounting Department.
- ☐ **Writers:** Please list episode number, title and description of what is “eco” in any applicable storyline or on-screen mention.
- ☐ **Production and Travel Office:** work with Accounting and the SPR to complete **PEAR** (Production Environmental Accounting Report)

