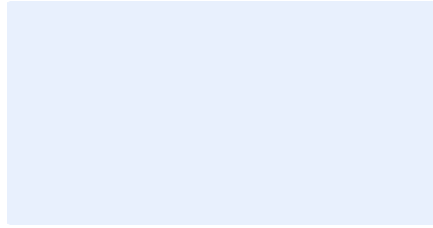




How to use this memo

- Customize, copy and/or paste the **PRE-PRODUCTION eMemo** below.
- **eDistribute** this memo **to all crew** prior to the first production meeting.



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., Introduction - Sustainable Production Representative)*

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

I would like to introduce myself as the Sustainable Production Representative (SPR) on production title. I will guide sustainable production strategies by working with each Head of Department (HOD) to develop an environmental action plan specific to their operations, reducing the production’s waste, energy, and water consumption.

studio name is committed to minimizing their impact on the environment by modeling sustainable behaviors both behind-the-scenes and on-screen.

Over the course of production, I will be in touch with each HOD to review our progress. Please watch out for sustainable production memos, green tips and signage to help keep us informed and on track for a sustainable production.

Wherever possible we’ll be reducing our waste, sourcing environmentally responsible materials, and implementing reuse programs. We will be calculating our environmental footprint including waste, recycling, compost, water use, materials, fuel, energy use and more.

I look forward to meeting and working with all of you. Please feel free to reach out to me with any questions or ideas.

insert SPR contact information

