



#### *How to use this memo*

- Customize, copy and/or paste the **eMemo** below.
- **eDistribute** this memo **all crew during production**.



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

**Date:** *Insert*

**To:** *Insert Contact Here (e.g., All Crew)*

**Subject:** *Insert Subject Here (e.g., Saving Paper for a Sustainable Production)*

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#### **First, the shocking facts:**

Approximately 1 billion trees worth of paper are thrown away every year in the U.S. Every day American businesses generate enough paper to circle the Earth 20 times. Each ton (2000 pounds) of recycled paper can save 17 trees. Those 17 trees alone would absorb **250 pounds** of CO<sub>2</sub> each year.

#### **How can we help as a production?**

Whenever possible, send emails instead of paper memos to get that message out – *this memo email saved approximately X sheets of paper – develop an estimate based on how many memos you would have printed otherwise*. All documents generated from the Production Office will have electronic versions. They will be e- mailed out to the crew.

If you must print and or make copies of a document, remember you use half as much paper if you simply double side the document.

Waste paper can also be used as scrap paper for jotting down notes, taping up petty cash receipts or making origami.

Please look for receptacle bins specifically designated for paper recycling in the Production Office and/or on set.

#### **What can you do as an individual?**

Newspapers usually generate a huge amount of paper waste. If you get a newspaper delivered to your home or if you pick one up on the way to work, think about this:

- Recycling a single run of the Sunday New York Times would save 75,000 trees.
- If every American recycled just 1/10 of their newspapers, we would save about 25,000,000 trees a year.
- If all our newspapers were recycled, we could save about 250,000,000 trees each year!

