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| --- |
| *How to use this memo*   * Customize, copy and paste the **Wrap eMemo** below. * **e**Distribute **to all crew, including HODs during Wrap** * **Delete these instructions before finalizing your memo** |

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

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**Date:** Click or tap to enter a date.

**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**:

Click or tap to enter a 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**](http://www.greenproductionguide.com/?r=SPE) online list of vendors. Share Stills or screen shots of on-screen messaging or behavior placements

**Construction:** Turn in the **PLUM** (Production 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 **c**omplete **PEAR**(Production Environmental Accounting Report)