Click here to enter text.

**SAMPLE WRAP MEMO**

**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 DUE DATE]

 Click here 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/) 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 vs. 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).