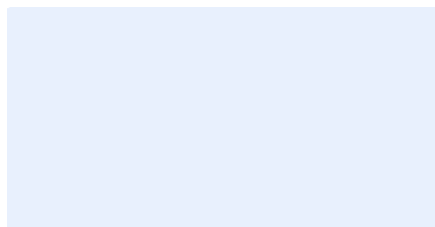




How to use this memo

- Customize, copy and/or paste the **eMemo** below. Please fill in the **red** text.
- **eDistribute** this memo **to all crew** at the mid-point in production.



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

Date: *Insert*

To: *All Crew*

From: *(SPR)*

Subject: *Insert Subject Here (e.g., Sustainable Production Mid-Point Check-In)*

A big thanks to everyone for their incredible efforts to reduce our environmental impact!

[Note: if available include a mid-point report include...] See the attached Mid-Point Report to see just how much we're doing!

And/OR:

Some highlights of our efforts include:

- insert sustainable highlights from production
- insert sustainable stories from production

HODs – Please check in with your crew on **your department's sustainable production practices** and gather information and feedback.

CREW – Please share information with your HOD on the following:

- ☐ What might have changed in your sustainability plan since the start of production and whether you can implement anything more at this time. Please be prepared to provide feedback along with comments and experiences from your crew.
- ☐ Any green-related cost impacts to your department's budget. This include areas where you've saved due to zero waste policies (i.e. rechargeable batteries).
- ☐ If your department tracks environmental data, please be ready to discuss the status.

Thank you!

Name of Sustainable Production Representative_ CONTACT INFO)

