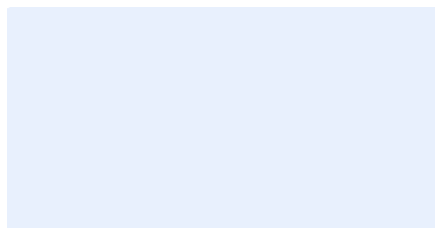




How to use this memo

- Customize, copy and/or paste the **PRE-PRODUCTION eMemo** below.
- **eDistribute this memo to each HOD with their PEAChecklist and PEACH+** as soon as they are hired on.



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

Date: *Insert*

To: *Heads of Department (HODs)*

From: *(SPR Name/Production Office)*

Subject: *Insert Subject Here (e.g., Sustainable Production & Keeping on Track)*

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 am your Sustainable Production Representative (SPR) on this show. Please direct all questions and submit all deliverables to me (contact details below).

Wherever possible we’ll be reducing our waste, sourcing environmentally responsible materials, and implementing re-use it programs. Throughout the process, we will be tracking best practices, our carbon emissions and cost savings and we will need your cooperation in gathering information. Below are three ways in which we can assess our impact.

1. **Production Environmental Actions Checklist (PEACH):** This is a list of industry-standard action items relevant to your department’s operations and was developed by the [Green Production Guide \(GPG\)](#). We’ll review the checklist and create a sustainability plan for you to share with your team. *Please review the attached GPG PEACH or PEACH+ prior to our meeting and be prepared with questions or suggestions. [note: attach the PEACH to this memo to the HODs]*
2. **Data tracking:** the production’s environmental footprint will be calculated and certain departments will need to provide data such as fuel, electricity, lumber, waste, and water to support these efforts. I will review the requests for data with the appropriate departments and we will discuss a process for data collection.
3. **Cost Impact:** Please track environmental or “green” purchases or savings; this can include added and avoided costs (e.g., avoided disposal costs from recycling or donating materials, avoided water bottle costs from purchasing reusables).





Below is an overview on some main action items to help keep on track for a sustainable production - along with a general timeline. Please review these actions along with the [Green Production Guide's](#) Production Environmental Accounting Checklist (PEACH) for your department.

PREP

- ☐ Review the [PEACHecklist](#) and set up an environmental plan with the Sustainable Production Representative (SPR)
- ☐ Identify which sustainable production best practices can be implemented on the production
- ☐ Set up vendors who can contribute to sustainable production (e.g., hybrid/Electric Vehicles; FSC Certified wood; waste/recycling/compost service)
- ☐ Set up digital communications (e.g., Scenechronize/other software, or email) with the Production Office
- ☐ Develop a plan to check in on sustainable production progress during production.

MID-POINT CHECK IN

- ☐ Review your [PEACHecklist](#) and consider what might have changed and whether you can implement more sustainable practices at this time. What areas could your team improve in?
- ☐ Dispose or recycle electronics and waste responsibly, including batteries.
- ☐ Track the cost savings related to the sustainable production actions being implemented. For example, how many batteries did you save? How many individual water bottles were saved?

WRAP

- ☐ Complete your section of the PEACH and any additional documents; submit additional information, as applicable for the:
 - Production Environmental Accounting Checklist (PEACH)
 - Production Environmental Accounting Report (PEAR)
 - Production Lumber Materials (PLUM)
- ☐ Note any materials donated, and submit this information to the Sustainable Production Representative (SPR) prior to wrapping out.
- ☐ Submit all cost savings information (i.e., how much did you save from using rechargeable batteries rather than purchasing disposable batteries or purchasing 5-gallon water jugs instead of using individual disposable plastic water bottles?) and any additional sustainable production notes.
- ☐ Recycle and donate materials, building supplies, textiles, food, etc.
- ☐ Submit Green Vendors list to the SPR

Thank you! I look forward to working with you.

[Sustainable Production Representative Name and Contact info](#)

