



#### *How to use this memo*

- Customize, copy and paste the **eMemo** below. Review **red text** and customize.
- Use in conjunction with **Green Production Guide's** Waste, Recycle & Compost Signage.
- **eDistribute to all Crew at the START of Production**

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

**Date:** *Insert*

**To:** *All Crew*

**Subject:** *Insert Subject Here (e.g., Waste, Recycle and Compost for a Sustainable Production)*

A typical film or TV set generates up to 800lbs (363kg) of trash per day and 80% percent of most waste generated on set is recyclable or compostable.

Part of a sustainable production means practicing waste management and diversion. This production utilizes convenient recycling and composting receptacles to help save tons of waste from going to the landfill. Here's what you can do to help:

#### **REDUCE**

- The best way to divert waste is to REDUCE - bring reusable water bottles, travel mugs, don't use straws, etc. and ask yourself "*do you need to use this?*"
- Do not request or take hard copies unless you actually need them.
- Look for items that might already be available before ordering new (e.g. office supplies).
- Remind your colleagues to do the same - sustainability is a team effort.

#### **REPURPOSE**

- Make plans to donate or reuse any non-asset items! Do not throw anything "away" that might be used again. Ask for help finding a second home for any item.

**PLEASE TAKE AN EXTRA MOMENT TO PUT YOUR ITEMS IN THE CORRECT BIN.**

#### **COMPOST**

- Containers labeled COMPOST can be found at **\_insert locations\_**. Look for the **GREEN bins./labels**.
  - Compost all organics (food), paper products (paper towels/napkins, cups, clam shells/plates), wood (crafty/catering stir sticks, cutlery if wooden), and cardboard.

#### **RECYCLE**





- This production also has **mixed recycling** bins labeled RECYCLING – please read the labels and look for the **BLUE bins/labels**. Please place all clean paper, cardboard, plastic, glass and aluminum in these bins.
- Make sure that all recyclable materials are cleaned of food and liquid before you place them in the proper bin.

#### **LANDFILL**

- Items that do not go in the compost or recycling bins go in the landfill or **BLACK** waste bins/**labels**.

