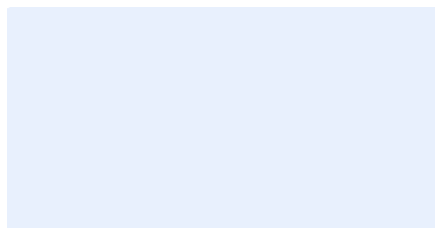




How to use this memo

- Customize, copy and/or paste the **eMemo** below.
- **eDistribute** this memo **to all crew** prior to the first production meeting.



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

Date: *Insert*

To: *Insert Contact Here (e.g., All Crew)*

Subject: *Insert Subject Here (e.g., Energy Practices for a Sustainable Production)*

First, the shocking facts:

In the typical U.S. household, appliances and home electronics are responsible for about 20% of one's energy bills. Heating and cooling are responsible for about 56%. Homes lose an average 50% of their heat through the walls and loft spaces. Insulation to protect those spaces may seem costly, but in the long run, it's more energy efficient.

North America accounts for roughly **25% of all the world's energy** usage annually.

How can we help as a production?

- Turn off lights, computer monitors and power bars at the end of the day to save energy and money.
- Use LED lights on set and in the production office.
- Use Energy Star compliant (or equivalent) electronics, aim for at least 50%. These are more energy efficient.
- Open windows and use fans when the weather is nice. Be sure to turn off the AC!

What can you do as an individual?

While most electronics offer an 'energy efficient' sleep/standby mode, don't be misled. Nearly 75% of electricity used by electronics is consumed while in their standby mode. If you plug your electronics into a power strip, switch the strip off when you're not using them. This will help you lesson your CO₂ emissions and lesson the energy bills impact on your wallet.

