**SAMPLE MID POINT MEMO**

**Date:** *Insert*

**To:** *All Crew*

**From:** *(Sustainable Production Representive)*

**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] 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.