**[ *production title*]**

**SUSTAINABILITY WRAP MEMO**

To [*production title*] cast & crew

We wanted to thank you for everything you have done to make [*production title*] a more sustainable production than it would otherwise have been.

The pandemic reminds us how essential it is to respect and protect the environment. Producing film and television is currently a carbon intensive process, and as an industry we need to work harder to lessen our impacts, and find ways of working that will contribute to a future we can live, thrive and continue to create in. At [*production company*] we are making it a priority and with your help we have seen what we can do on this production. There is still much more progress to be made, but we have had some successes that should be celebrated.

Here are a few of the things we have done on this production …

[*example language below – please adapt to suit your production*]

* Used less power & reduced pollution
	+ we used LED lights on set which means we use less power to light our sets
	+ LED lights also mean less filters
	+ we hired a super efficient generator
	+ we used HVO (which is a sustainable fuel made from waste cooking oil) instead of diesel in all our generators and in our facilities and tech vehicles, reducing emissions and air pollution
	+ we ensured LED lights are fitted in all our offices, workshops and trailers
* Greened up catering
	+ We cut out beef & lamb which has the greatest environmental impact of all meat
	+ We enjoyed meat-free Mondays
	+ Food waste was composted, keeping it out of the waste stream
	+ We used compostable food containers & cutlery
* Reduced travel
	+ We reduced air travel and made much more use of video conferencing
	+ We used electric taxis and cycle deliveries
* Used materials carefully
	+ We hired props and reused sets and assets
	+ We sold and donated our assets to be used on future productions
	+ We sourced the majority of materials locally
	+ We reduced use of paper by issuing paperwork digitally wherever possible, and where not we used recycled paper
* Used our voice
	+ We advocated with our suppliers, encouraging them to commit to science-based targets and to switch to renewable energy
* Measured and offset
	+ To quantify our environmental impact, we measured our carbon footprint and we offset the emissions we weren’t been able to cut

By measuring we know that our footprint is [ ] tonnes.

[*include screengrab of footprint*]

**Next time…**

We want to continue to make improvements on our next production, by [*give indication of areas you want to improve on*]

Thank you all for your help and support!