



## Green Memo and Final Green Memo Guidance

**Your green memo is a deliverable required by both albert and Sky. This guidance note offers suggestions on how to create a memo with impact.**

### The Green Memo

#### Information to include:

- ☐ Highlight the three key actions your production is taking to reduce carbon at the top of the Memo
- ☐ Include your DRAFT albert footprint and steps you are taking to reduce it
- ☐ Quote from someone in your senior team about your production's commitments to sustainability
- ☐ Sections for each department e.g. Post-Production, Lighting, Rigging (as relevant to your production genre)
- ☐ Crew survey for food and travel preferences
- ☐ Links or references to albert case studies and [Sky's Mandatory Sustainable Production Action Points](#)
- ☐ Key contacts and how to share your ideas for lower carbon production methods

#### Formatting

- ☐ Use company branding, so the Memo is bespoke to your production, not a white label
- ☐ Include pictures or graphics
- ☐ Consider accessibility in your use of design, colours and text
- ☐ Create a shorter, one page version for your talent so they feel a part of the conversation

#### Engagement:

- ☐ Create a newsletter or regular email to update on progress
- ☐ Create a 'green' competition or nominate your crew members to Sky's monthly competition
- ☐ Include quiz questions in the Memo to boost engagement
- ☐ Discuss the Green Memo in production meetings to keep items on the agenda
- ☐ Include a crew survey in pre-production around e.g. travel and catering

### The Final Green Memo

#### Information to include:

- ☐ Key successes and your final albert footprint compared to your draft
- ☐ Images from the set highlighting your low carbon production methods
- ☐ Quotes from someone in your senior team to acknowledge achievements
- ☐ Round up of key actions and any challenges/solutions to address in future