GRANARY DIGITAL

Green memo template

A one-page green memo for a film or TV production, to share with cast, crew and suppliers before the first shoot day.

How to use this memo

- Fill it in during pre-production, before the call sheet goes out.
- Write one ambition, in a sentence that describes this job. Give every action an owner and a date.
- Send it to cast, crew and suppliers, keep a copy in the production file, and update it when the plan changes.
- A green memo is not BAFTA Albert certification. It is a plan. The evidence for certification comes from the carbon records.

1. Production

Production name	
Date issued	
Version	
Issued by	
Sustainability lead (name and email) *[One person, with an email address people can reach.]*	
Shoot dates and locations	

2. Ambition

Our ambition for this shoot *[One sentence, specific to this job. "We will cut single-use plastic on set" is more useful than "we will be greener".]*	

3. Commitments

[List the five to seven decisions that matter most on this production.]

Decision area	Action we will take	Owner (name)	Settled by (date)
Travel to the shoot			
Catering			
Power and lighting			
Set, props and materials			
Waste			
Other			

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4. What we will record

How we will track the footprint *[For example the carbon calculator or a carbon footprint data tracker, if you use one.]*	
Who keeps the record	
Where the record is kept	

5. What we ask of suppliers

[Caterers, hire companies and the studio need to see the parts that affect them. Ask for carbon details on invoices, using the BAFTA Albert templates, before the job starts.]

Supplier	What we ask for	Confirmed in writing (date)

6. Review

Review this memo on the first morning of the shoot	
Next review date	
Changes since the last version	

Common mistakes

- Writing the memo after the shoot. A memo sent at wrap cannot shape the travel or catering decisions.
- Making promises that nobody owns. Every line needs a name.
- Copying a large company's statement. Cast and crew can tell when the memo does not describe the job in front of them.
- Leaving suppliers out.
- Treating the memo as the certification. It is a starting point, not the evidence.

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