



Please join our growing list of participants!

"EMA Green Seal Award" Corporate Office Checklist

10 Easy Steps to Make Your Office "EMA Green"

How would you rate your office behind-the-scenes? Scoring: 1 to 5 for each item, (1=needs improvement, 3=average, 5=best). Please use the space provided to fill in your score:

- Recycle office materials/provide recycling bins for all recyclables. (paper, plastics, glass, cans, cardboard, wood; toner cartridges, VHS, DVDs etc.) _____
- Contract/lease Alternative Fuel Vehicle transportation services for staff and clients, and request "no idling" for all car services during wait time. _____
- Buy unbleached/chlorine-free products, with high recycled content, for your offices. (office paper, paper towels, plates, napkins, cups; toilet paper; pencils; T-shirts, etc.) _____
- Reuse when possible and Donate unwanted office materials and supplies. (office products, furniture; computer and electronic equipment etc.) _____
- Buy Energy Star certified compact fluorescent lightbulbs, appliances and electronic equipment. Turn off lights when not needed or invest in lighting control systems. _____
- Use non-toxic cleaning products. (hand soap, dishwashing liquid, kitchen/bathroom cleaners, carpet cleaning solution etc.) _____
- For catered conferences/meetings and general food services, make sure food/beverage suppliers do not provide Styrofoam - ask caterers to provide reusable and/or recyclable serving products. _____
- Serve fair trade/organic teas, coffee, sugar and other food products. _____
- Minimize waste in office: encourage personal use of/or provide reusable mugs and kitchenware for staff and clients; use refillable pens; print and copy double-sided; buy beverage service products in bulk, etc. _____
- Participate in a program that offsets your office's carbon dioxide emissions. _____

All Scores Accepted! Participation equals progress! Total _____

Please tell us how you're making your Corporate Office more environmental!

Please return this sheet with your completed Entry Form & Summary via fax: 310-446-6255

or Mail to: Environmental Media Association, 10780 Santa Monica Blvd., Ste 210, Los Angeles, CA 90025

For additional information and resource ideas, please visit www.ema-online.org or call 310.446.6244

Submitted by: _____
Company: _____

CALL FOR ENTRY...



EMA GREEN SEAL AWARD for Corporate Offices!

The 17th Annual Environmental Media Awards will be presented in the Fall 2007, and for the second time we will be expanding the EMA Green Seal Award and announcing and awarding *Corporate Offices* for their efforts to be more “green” behind-the-scenes. If you work in a corporate office that has demonstrated environmental commitment in day-to-day operations, you can nominate it by completing this entry form and either mailing or faxing it to EMA. Of course, you may have a few questions first, such as:

What Is The EMA Green Seal Award?

This Award stems from our interest in the environmental initiatives and practices of television and film productions and the growing awareness of eco-consciousness within entertainment industry corporations at the behind-the-scenes level. This Award is a natural evolution of our Greening of Hollywood program, which strives to educate industry professionals about environmental products and services, to actual steps of implementation. The EMA Green Seal Award will honor entertainment industry offices that have implemented the EMA Checklist of “green” choices such as: recycling, purchasing high recycled content office products, non-toxic cleaning products, etc.

This Award furthers EMA’s mission to increase environmental awareness and to inspire environmentally conscious habits on an individual level and within the industry as a whole. It also serves as an incentive for greater participation in and the enhancement of existing corporate office guidelines. It is our hope that by highlighting these participating offices, it will encourage others to actively express their concern for the environment in their work place.

What Makes A Corporate Office Eligible For The 2007 EMA Green Seal Award?

To apply for the 2007 Award, offices must engage in environmental efforts between *January 1, 2007* and *December 31, 2007*. EMA reserves the right to review all entries for eligibility. Entrants are eligible for announcement as participants in the program, at the Awards Ceremony, if they have implemented some or all of the EMA Green Seal Checklist and have submitted the Entry paperwork.

What Makes Behind-The-Scenes Corporate Office Activities Environmental?

First it’s completing some or all of the Checklist items: Buying recycled content office products; minimizing waste and recycling everything possible; reducing the use of plastics and styrofoam; contracting/leasing alternative fuel vehicles for transportation services for staff and clients, using non-toxic cleaning products etc. These will all make a corporate office a nominee. Related improvements and encouraging other offices to be more environmental counts too. *Simple to elaborate activities that demonstrate a commitment to the environment will all be considered.* As long as your office is clearly paving its way towards environmental stewardship in some way, EMA considers it “environmental.” Every effort counts!

17th Annual Environmental Media Awards



EMA Green Seal Award Application for Entry - Corporate Office

Submissions accepted throughout the current year.

Studio, agency and entertainment executives, environmental coordinators, office managers and staff may submit entries/checklists concerning their corporate offices.

An EMA Green Seal Award - Corporate Office Entry - must include:

- 1). This completed Entry Form;
- 2). The scored EMA Checklist(s) from participating department(s);
- 3). A list of members of the office team overseeing and participating in this effort: administrative and/or policy directors/managers, executive assistants, office coordinators/managers, etc.
- 4). A brief written summary specifically describing how any or all Checklist items have been implemented/accomplished by office staff; specific examples of alternative products and/or methods used; suppliers/vendors; any additional examples of environmental efforts, and comments/feedback;
- 5). Any non-returnable materials you feel supports the entry (photocopies of photos etc.)

Send via Fax To: 310-446-6255

or **via Mail To:** EMA Green Seal Awards Coordinator, Environmental Media Association
10780 Santa Monica Blvd., Suite 210, Los Angeles, CA 90025

Note: EMA is not responsible for Corporate Office Team omissions made by entrants. EMA reserves the right to announce names of the team and portions of submitted written entry summaries in EMA Awards Ceremony and EMA Tribute Book.

Please Print or Type

Company Name Name of Overseeing Department

Submitted by Title

Company Address Bldg/Suite/Floor/Room

City, State, Zip Office Email

Office Phone Office Fax