Project Announcement and Request Form

Project Title: ________________________________________________

Project Type (Check one or more):

___Short  ___Feature (80min+)  ___Documentary  ___Experimental

___Webcast  ___Animation  ___Live Action  ___Other

Project Log Line:

______________________________________________________________

______________________________________________________________

______________________________________________________________

Contact Person: ______________________________________________

Phone: ___________________ Email: ____________________________

Anticipated Production Timeline (Dates): From ___________ To___________

Positions Needed (Actors, DP, Director, Sound, Lighting, etc.)

1________________________________

2________________________________

3________________________________

4________________________________

5________________________________

Next shoot scheduled for

(Date): ____________ Crew Call: ____________  Cast Call: ____________

Location: ___________________________________________________

We highly recommend announcing your crew and cast needs at least two weeks in advance as a general rule. That will give the organization the opportunity to get the information out in a timely manner.