

# 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.