

# CNM FILM PROGRAM PRODUCTION SUPPORT APPLICATION

Submission Date \_\_\_\_\_

Production Name

\_\_\_\_\_

Producer/Contact Info

\_\_\_\_\_

Estimated days/dates of Production \_\_\_\_\_

## \*Key Crew

Producer:

Director:

Production Manager:

DP

Production Designer/Art Director

1<sup>st</sup> AD

2<sup>nd</sup> AD

Locations Manager

Gaffer

Best Boy Electric

Key Grip

Best Boy Grip

Sound Mixer

*\*Any changes in key production team members must be approved by CNM Film Faculty*

Load-out date/time: \_\_\_\_\_

Load-in date/time: \_\_\_\_\_

## **REQUIREMENTS**

Production must:

1. Provide a Production Company name, phone number, and email address.
2. Provide producer(s) and appropriate principle production team members to meet with CNM Film Faculty at least two weeks prior to shoot date.
3. Provide a completed script with the application. The script will be evaluated by CNM Film Faculty with regard to meeting the following criteria (attach script):
  - a) It must be "shootable" from a practical production standpoint;
  - b) It must meet contemporary community and CNM standards with regard to content.

4. Demonstrate (to the satisfaction of CNM Film Faculty) that it has, based on the script breakdown, a sufficient budget and other applicable resources (attach budget).
5. Provide a list of mentors and departments. IATSE 480 members for craft areas; other professionals for AD, DP (attach mentor list).
6. Provide production insurance binder listing CNM as additional insured; liability for at least two million, equipment for at least \$ one million (attach insurance certificate).
7. Provide the name, resume, and demo reel of an editor who has confirmed attachment to the project (attach resume and demo reel).
8. Provide a plan for distribution of the completed project (attach distribution plan).
9. Provide a list of non-CNM equipment to be used in the production--rented, borrowed, owned by production team (attached list and sources).
10. Provide industry-standard crew call sheets (including directions to locations and crew parking) on an appropriate schedule to crew and CNM faculty.
11. Provide at least two days before the start of principal shooting, a list of secured locations and copies of permits (if necessary).
12. Facilitate Best Boy Electric, Best Boy Grip and Sound Mixer (if CNM Sound equipment is to be used) attendance at load-out and load-in. If any is not present for load-out, no equipment leaves CNM. These department heads MUST provide a list of requested equipment through the 1<sup>st</sup> AD AT LEAST five working days in advance of load-out.
13. Ensure that no CNM equipment is to be used by anyone other than CNM Film Faculty, or currently enrolled CNM Film Program students.
14. Be responsible for covering all the costs of expendables as well as fuel for vehicles and generator.
15. Not require students to cover any production costs out of pocket for the production.
16. Return all CNM equipment in good order. Final check-in will occur within two business days of wrap. The production company will assume all Loss and Damage of any and all CNM equipment assigned to the production.
17. Facilitate meetings with production team and CNM Faculty: 1) Pre-production within five working days of approval of Production Support Application; 2) production two weeks before principle shooting; 3) final production two days before principle shooting; 4) post-shooting debrief no later than two weeks upon completion of principal photography. Wrap meeting must include a forum for student discussion.
18. Be responsible for all cost of rental equipment above and beyond what is available from CNM. Production is responsible for all loss and damage that does not fall under the auspices of the current CNM liability and equipment coverage insurance.
19. Agree that neither CNM nor CNM students will be responsible or liable for releases, loss, damage, and any acts of God that may pertain to the production.
20. Agree that all students will provide their efforts in lieu of payment for training-class hours under union-trained (or other professional) mentors. Production and CNM must agree upon a mentor team that is approved by IATSE Local 480.
21. Agree that CNM students will be mentored on the project.
22. Agree to provide craft services and meals in accordance with industry standards and IATSE Local 480 rules.
23. Agree that at any time if CNM Film Faculty determines the production is placing students in undue harm, danger, or in any other way abusing the rights of students, CNM has the right to withdraw CNM students and equipment from the production.

24. Agree that no students can be dismissed from the set unless a designated CNM student program producer AND CNM Film Faculty member is contacted.

Any production failing to meet any of these criteria will not be eligible for CNM Film Program support. The CNM Film Program holds the power to refuse service to any client not meeting the specified requirements in this contract.

Agreed to by \_\_\_\_\_, an authorized representative of Production

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Representative signature) \_\_\_\_\_ Date

CNM Film Faculty

\_\_\_\_\_  
(Print name) \_\_\_\_\_ Date

\_\_\_\_\_  
(CNM Representative signature)

Dean of CNM Applied Technologies

\_\_\_\_\_  
(Print name) \_\_\_\_\_ Date

\_\_\_\_\_  
(CNM Representative signature)

# CNM Film Technician Training Program Independent Film Production Checklist

<u>Category</u>	<u>completed</u>	<u>date completed</u>
Prod. Co. contact info	—	_____
Completed script	—	_____
Completed budget	—	_____
Crew List & resumes	—	_____
Shoot list	—	_____
Shooting schedule	—	_____
Equipment list (not CNM)	—	_____
Equipment List (CNM)	—	_____
Proof of Insurance	—	_____
Location Agreements	—	_____
Distribution Plan	—	_____
Lunch & crafty arrangements	—	_____