

Rebate Checklist

Before Filming:

- ☐ Form A – due 45 days before principal photography
 - ☐ Project budget - due 45 days before principal photography
 - ☐ Script - due 45 days before principal photography
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- ☐ Interview
 - ☐ Approval
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Before First Day of Filming:

- ☐ Written notice of start date of principal and ongoing photography
- ☐ Crew call for first day of production
- ☐ Production shooting schedule
- ☐ First Source Hiring Agreement – completed
- ☐ Final list of city residents to be hired through FSHP with job title, wage, start date and expected term of employment
- ☐ Current “sign-off” budget, below the line expenses only
- ☐ Form B
- ☐ Copy of business license
- ☐ Use Agreement
- ☐ Insurance
- ☐ Crew List

After Filming:

- ☐ Form C
- ☐ Form D
- ☐ Form E
- ☐ Payroll tax statement and copy of check
- ☐ Copy of business license
- ☐ Final budget
- ☐ General ledger
- ☐ Complete crew list
 - Alphabetical
 - By County
- ☐ Vendor List
 - Alphabetical
 - By County
- ☐ Production shooting schedule
- ☐ Daily production reports
- ☐ Local community expenditures report