

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
- Production should close out their business in SF upon completion
<http://sftreasurer.org/sites/default/files/Declaration-of-Closed-Business.pdf>