



## SAN FRANCISCO FILM AND TELEVISION REBATE PROGRAM

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### Scene in San Francisco First Source Hiring Instructions

As a condition of qualifying for a rebate, a film production company must make a good faith effort to hire qualified local residents in accordance with Chapter 83 of the City's Administrative Code, the First Source Hiring Program. To comply, a production must:

1. Contact Lauran Acevedo, Business Services Specialist at (415) 701-4839 to discuss the First Source Hiring Program and complete a First Source Hiring Agreement.
2. Complete and sign First Source Hiring Agreement and return to Lauran Acevedo at [lauran.acevedo@sfgov.org](mailto:lauran.acevedo@sfgov.org).
3. Enter into an operational agreement to receive, interview, and select qualified referrals from First Source Hiring Program or its designee for open production positions.
4. Applicants will register their business on WorkforceLinkSF at [www.workforcelinksf.org](http://www.workforcelinksf.org) and share open entry level positions.
5. Provide First Source Hiring Program and Film Commission a list of those City residents hired to work on the production, including job title, start date, starting wage/salary, and expected length of employment.

For any questions related to the First Source Hiring Program please contact:

Office of Economic & Workforce Development  
Attention: Lauran Acevedo  
1 South Van Ness Avenue, 5<sup>th</sup> Floor  
San Francisco, CA 94103  
Email: [lauran.acevedo@sfgov.org](mailto:lauran.acevedo@sfgov.org)