

APPENDIX D

Pre-production

- I. Crew Deal Local Crew (2pages) -----
- II. Crew Deal Foreign Crew (2pages) -----
- III. Daily Time Record (1 page) -----
- IV. Day-out-of-Days (1page) -----
- V. Location Permit (2pages) -----
- VI. Location Information Sheet (2pages) -----
- VII. Crew List -----

CREW DEAL MEMO

Bigfoot Entertainment Phils., Inc.

FILM TITLE

Hereinafter "Production Company"

Personal Information:

Name : _____
Address : _____
Date of Birth : _____
Phone/Fax Number : _____
Mobile Phone Number : _____
Social Security/Passport Number : _____

Hereinafter "Crew"

Scope:

Crew shall perform the services as "_____".

Term:

Start Date: _____ – Est. Finish Date: _____

Fee: Php _____ per week gross of tax.

PAYMENT INFORMATION

Crew may be paid by check or bank wire transfer.
For bank wire, the crew's own bank account may charge wire fees, at no responsibility to Bigfoot Entertainment Phils., Inc. Bigfoot Entertainment Phils., Inc. will only accept bank accounts in the Philippines, Hong Kong, Singapore and the European Union.

If less than a full week is worked the fee stated above will be pro rated according to actual days worked.
If crew commence work (or leave work earlier) than the stated call times issued then a proportion of the pro rated daily fee will be deducted equal to one tenth of the daily fee for every hour not worked.

SPECIAL ARRANGEMENT

1. It is mandatory that ONLY ENGLISH be spoken in the office and on set. Any violation of this rule will result in the deduction from compensation of USD\$20 for each violation.
2. Crew is responsible for the smooth operation of an error-free management of Department funds. Crew should be able to alert the Department Head of potential over budget situations and inform the Production Company of healthy status of Department budget usage.
3. For crew who's usual domicile is outside of the immediate Cebu/Mactan area the company will provide one inbound economy class air ticket to Cebu at the beginning of the production and one outbound economy class air ticket return to crew's usual place of domicile at the end of the production.
4. For crew who's usual domicile is outside of the immediate Cebu/Mactan area the company will provide accommodation at the Casablanca Gardens Apartments (shared accommodation) during the course of the production.
5. Crew is hired as an independent contractor and shall not be entitled to any benefits, coverage's, or privileges, including without limitation, social security, unemployment, worker's pension payments, or other such similar benefits as are or may be made available to employees of the Production Company or Affiliate.

MISCELLANEOUS

This Agreement is subject to the attached Terms and Conditions of Service, and by signing below you agree to and accept all the conditions stated herein.

Date: _____

Bigfoot Entertainment Phils., Inc.

Crew:

SCHEDULE A
"STANDARD TERMS AND CONDITIONS OF SERVICE"

Subject to the terms and conditions of this agreement, Bigfoot Entertainment Phils., Inc. ("Producer") hereby engages you and you accept such engagement in the position stated above, in connection with a feature length motion picture tentatively entitled "Deep Gold" (the "Picture"). You agree to perform any and all services required by the Producer in your position to the best of your abilities as such services are commonly performed in the motion picture industry. You shall supply all the necessary tools, equipment and supplies commonly used in the industry to perform such services. Producer shall have the right to request, and you agree to provide to Producer or Producer's representative a written, catalogued inventory of all tools, equipment and supplies you supply, if any. Producer is not liable for loss or damage of such tools, equipment, or supplies as you provide.

If you shall provide your own transportation to and from the locations at which your services are to be rendered in connection with the Picture, and/or if you use your own vehicle in connection with the production of the Pictures, then you further agree that any personal vehicle used will be adequately insured for collision damage, liability damage and property damage belonging to third parties, all in such amounts as are reasonably necessary. You agree to provide Producer with proof of insurance and valid driver's license. You hereby indemnify Producer and Producer's representatives against any and all liability and claims whatsoever in connection with your automobile or transportation during the term of this agreement. All items purchased for the Picture, whether directly or indirectly, by the Producer, shall remain Producer's property. You warrant that you have not entered into and shall not enter into any agreements to perform work during the term of this agreement which could in any way interfere with the rendering of your services hereunder. Producer or Producer's representative retains the right to terminate this agreement at any time for any reason.

BE ADVISED: If your services include preparation of or responsibility for audio or visual materials, you shall be required to make all necessary back ups to ensure against loss or damage of such materials. Any violation of this policy is grounds for immediate termination (without further compensation) and you shall be responsible for any losses arising from destruction, loss or damage to such materials.

All expenses incurred in connection with the Picture must be pre-approved by the producer and executive producer, and verified by original receipt. There will be no exceptions. Also, all purchases will be made by purchase order, which must be approved by department heads and Line Producer or UPM. Any purchases in connection with the services, must be pre-approved and are subject to Producer's standard "No Kick Back Policy," which prohibits the receipt or payment of any monies, in kind payment, gift or otherwise in connection with the purchase of goods or services (A copy of the Policy will be provided on request). Pursuant to the Policy, you shall be required to provide a sworn statement of compliance as a condition of payment of any compensation under this Agreement.

In full consideration of your fully performing your obligations under this agreement, Producer agrees to pay you compensation as indicated. You accept that said compensation is based on a six (6) day workweek (depending on the shooting schedule), with times of day according to the needs of the production and with Saturdays and public holidays being treated as a normal working day.

The Screen Credit accorded to you (if any) hereunder shall be positioned at Producer's discretion. No casual or inadvertent failure to accord such credit, nor any breach of any third party contract with Producer concerning such credit, shall be a breach hereof by Producer.

Your rights and remedies in the event of any breach or alleged breach of this Agreement by Producer will be limited to the right, if any, to recover money damages in an action at law, and in no event will you be entitled by reason of any such breach or alleged breach to terminate this Agreement or to seek injunctive or other equitable relief or to enjoin or restrain the production, distribution, exhibition, advertising or any other means of exploitation of the Picture or any subsidiary or ancillary rights in connection therewith.

Your services will be performed as a specifically ordered or commissioned work made-for-hire, and Producer shall own all results and proceeds of your services rendered hereunder in perpetuity to use for all purposes, including without limitation to the exploitation of the Pictures or otherwise. Producer shall have the right to sell, lease, license, market, promote, distribute, broadcast and otherwise exploit, on television, theatrically, home video/DVD, in any digital format, in any language learning (for commercial exploitation or otherwise) videos/software, any learning videos/software relating to filmmaking (for commercial exploitation or otherwise) and in any marketing, advertising materials or promotional materials, and in any all languages and any and all other media now known or hereafter devised whatsoever, the Picture and the results and proceeds of your services as Producer shall determine in its sole discretion.

Producer shall have the perpetual right and may grant to others the right, to use your "name and likeness," as that term is commonly understood to mean in the industry, in connection with the exploitation, advertising and promotion of the Picture in any manner or medium now known or hereinafter devised. Producer contemplates filming and exploiting for educational, marketing and/or commercial purposes films, including without limitation, "behind-the-scenes", or "making of" productions ("BTS") about the Pictures. You agree to participate in such BTS productions, and grant to Producer, in perpetuity and throughout the universe, the right to use your name and likeness in connection with the production and exploitation of such BTS productions in any manner whatsoever for no additional consideration.

You shall not directly or indirectly issue or permit the issuance of any publicity or disclose any information concerning this Agreement, your services hereunder, the Picture, or Producer's business or production methods, without Producer's prior written consent.

This agreement may be assigned to any entity by Producer provided such entity assumes all executory obligations. You may not assign this agreement. You agree to maintain the secrecy of all Producers' confidential information which comes into your possession by virtue of your participation in the Pictures.

A waiver of any breach provision shall not be deemed a waiver of any preceding or subsequent breach of the same or any other provision. This agreement contains the full and complete understanding between Producer and yourself with reference to the within subject matter, supersedes all prior agreements and understandings, written or oral, and cannot be modified except by the written instrument signed by both parties.

This agreement is governed by the laws of the Philippines. Any controversy or dispute arising out of or relating to this Agreement shall be submitted to the exclusive jurisdiction of the courts having jurisdiction for Philippines. The successful party to any litigation or other proceeding relating to this Agreement shall be awarded costs and expenses (including reasonable attorney's fees). You consent to the service of process out of any of the aforementioned courts in any such action or proceeding by the mailing of copies thereof by registered or certified mail, postage prepaid, to you at the address set forth for you in this Agreement, such service to become effective (15) days after such mailing.

Initials:

CREW DEAL MEMO

Bigfoot Entertainment (BVI), Ltd.

2/F Chuk On Building
23 Mercer Street, Sheung Wan
Hong Kong

Hereinafter "Production Company"

Personal Information:

Name : _____
Address : _____
Date of Birth : _____
Phone/Fax Number : _____
Mobile Phone Number : _____
Social Security/Passport Number : _____

Hereinafter "Crew"

Scope:

Crew shall perform the services as _____

Term:

Start Date _____ – Est. Finish Date: _____

Fee: _____ net of tax

PAYMENT INFORMATION

Crew may be paid by check or bank wire transfer.

For bank wire, the crew's own bank account may charge wire fees, at no responsibility to Bigfoot Entertainment (BVI) Ltd.

If less than a full week is worked, the fee stated above will be pro rated according to actual days worked.

If crew commence work (or leave work earlier) than the stated call times issued then a proportion of the pro rated daily fee will be deducted equal to one tenth of the daily fee for every hour not worked.

SPECIAL ARRANGEMENT

1. Crew is responsible for the smooth operation of an error-free management of Department funds. Crew should be able to alert the Department Head of potential over budget situations and inform the Production Company of healthy status of Department budget usage.
2. For crew who's usual domicile is outside of the immediate Cebu/Mactan area the company will provide one return/round trip economy class air ticket to Cebu from the crew's usual place of domicile at the beginning of the production.
3. For crew who's usual domicile is outside of the immediate Cebu/Mactan area the company will provide accommodation at the Hollywood Suites during the course of the production.
4. Crew is hired as an independent contractor and shall not be entitled to any benefits, coverage's, or privileges, including without limitation, social security, unemployment, worker's pension payments, or other such similar benefits as are or may be made available to employees of the Production Company or Affiliate.
5. Crew is encouraged to keep their baggage weight within the baggage limitations of the airline, the Production Company will not compensate for any excess baggage fees.

MISCELLANEOUS

This Agreement is subject to the attached Terms and Conditions of Service, and by signing below you agree to and accept all the conditions stated herein.

Date: _____

Bigfoot Entertainment (BVI) Ltd.

Crew:

SCHEDULE A
"STANDARD TERMS AND CONDITIONS OF SERVICE"

Subject to the terms and conditions of this agreement, Bigfoot Entertainment (BV) Ltd. ("Producer") hereby engages you and you accept such engagement in the position stated above, in connection with the Production Company. You agree to perform any and all services required by the Producer in your position to the best of your abilities as such services are commonly performed in the entertainment industry. You shall supply all the necessary tools, equipment and supplies commonly used in the industry to perform such services. Producer shall have the right to request, and you agree to provide to Producer or Producer's representative a written, catalogued inventory of all tools, equipment and supplies you supply, if any. Producer is not liable for loss or damage of such tools, equipment, or supplies as you provide.

If you shall provide your own transportation to and from the locations at which your services are to be rendered in connection with the Picture, and/or if you use your own vehicle in connection with the production of the Pictures, then you further agree that any personal vehicle used will be adequately insured for collision damage, liability damage and property damage belonging to third parties, all in such amounts as are reasonably necessary. You agree to provide Producer with proof of insurance and valid driver's license. You hereby indemnify Producer and Producer's representatives against any and all liability and claims whatsoever in connection with your automobile or transportation during the term of this agreement. All items purchased for the Picture, whether directly or indirectly, by the Producer, shall remain Producer's property. You warrant that you have not entered into and shall not enter into any agreements to perform work during the term of this agreement which could in any way interfere with the rendering of your services hereunder. Producer or Producer's representative retains the right to terminate this agreement at any time for any reason.

BE ADVISED: If your services include preparation of or responsibility for audio or visual materials, you shall be required to make all necessary back ups to ensure against loss or damage of such materials. Any violation of this policy is grounds for immediate termination (without further compensation) and you shall be responsible for any losses arising from destruction, loss or damage to such materials.

All expenses incurred in connection with the Picture must be pre-approved by the producer and executive producer, and verified by original receipt. There will be no exceptions. Also, all purchases will be made by purchase order, which must be approved by department heads and Line Producer or UPM. Any purchases in connection with the services, must be pre-approved and are subject to Producer's standard "No Kick Back Policy," which prohibits the receipt or payment of any monies, in kind payment, gift or otherwise in connection with the purchase of goods or services (A copy of the Policy will be provided on request). Pursuant to the Policy, you shall be required to provide a sworn statement of compliance as a condition of payment of any compensation under this Agreement.

In full consideration of your fully performing your obligations under this agreement, Producer agrees to pay you compensation as indicated. You accept that said compensation is based on a six (6) day workweek (depending on the shooting schedule), with times of day according to the needs of the production and with Saturdays and public holidays being treated as a normal working day.

The Screen Credit accorded to you (if any) hereunder shall be positioned at Producer's discretion. No casual or inadvertent failure to accord such credit, nor any breach of any third party contract with Producer concerning such credit, shall be a breach hereof by Producer.

Your rights and remedies in the event of any breach or alleged breach of this Agreement by Producer will be limited to the right, if any, to recover money damages in an action at law, and in no event will you be entitled by reason of any such breach or alleged breach to terminate this Agreement or to seek injunctive or other equitable relief or to enjoin or restrain the production, distribution, exhibition, advertising or any other means of exploitation of the Picture or any subsidiary or ancillary rights in connection therewith.

Your services will be performed as a specifically ordered or commissioned work made-for-hire, and Producer shall own all results and proceeds of your services rendered hereunder in perpetuity to use for all purposes, including without limitation to the exploitation of the Pictures or otherwise. Producer shall have the right to sell, lease, license, market, promote, distribute, broadcast and otherwise exploit, on television, theatrically, home video/DVD, in any digital format, in any language learning (for commercial exploitation or otherwise) videos/software, any learning videos/software relating to filmmaking (for commercial exploitation or otherwise) and in any marketing, advertising materials or promotional materials, and in any all languages and any and all other media now known or hereafter devised whatsoever, the Picture and the results and proceeds of your services as Producer shall determine in its sole discretion.

Producer shall have the perpetual right and may grant to others the right, to use your "name and likeness," as that term is commonly understood to mean in the industry, in connection with the exploitation, advertising and promotion of the Picture in any manner or medium now known or hereinafter devised. Producer contemplates filming and exploiting for educational, marketing and/or commercial purposes films, including without limitation, "behind-the-scenes", or "making of" productions ("BTS") about the Pictures. You agree to participate in such BTS productions, and grant to Producer, in perpetuity and throughout the universe, the right to use your name and likeness in connection with the production and exploitation of such BTS productions in any manner whatsoever for no additional consideration.

You shall not directly or indirectly issue or permit the issuance of any publicity or disclose any information concerning this Agreement, your services hereunder, the Picture, or Producer's business or production methods, without Producer's prior written consent.

This agreement may be assigned to any entity by Producer provided such entity assumes all executory obligations. You may not assign this agreement. You agree to maintain the secrecy of all Producers' confidential information which comes into your possession by virtue of your participation in the Pictures.

A waiver of any breach provision shall not be deemed a waiver of any preceding or subsequent breach of the same or any other provision. This agreement contains the full and complete understanding between Producer and yourself with reference to the within subject matter, supersedes all prior agreements and understandings, written or oral, and cannot be modified except by the written instrument signed by both parties.

This Agreement shall be governed by the laws of Hong Kong, SAR, without regard to the conflict of law principles thereof. In the event of any conflict between any provision of the Agreement and any applicable law or applicable guild or union agreement, the Agreement shall prevail. Any controversy or dispute arising out of this Agreement, the interpretation of any provision hereof, or the action or in action of any party hereto shall be submitted to the exclusive jurisdiction of the courts of Hong Kong, SAR. Talent agrees to accept Service of process by certified mail to the address listed above for Talent in connection with any action under or relating to this Agreement. The successful party to any litigation, claim, action or proceeding relating to this Agreement shall be awarded costs and expenses (including attorney's fees of in-house and retained counsel). Nothing contained herein shall be deemed to constitute a partnership between, or joint venture by, or an agency relationship between, the parties. Neither party shall hold itself or himself out contrary to the terms of this clause, by any means whatsoever. Neither party shall be bound by, or become liable for, any representation, commitment, act or omission whatsoever of the other contrary to the provisions hereof.

Initials:



INDEPENDENT CONTRACTOR TIME CARD

Cebu Office
 One Hollywood Blvd.
 Bigfoot I.T. & Media Park
 6015 Lapu-Lapu City
 Philippines

Hong Kong Office
 Bigfoot Films Ltd.
 Room 203-204, 2/F Chuk On Bldg.
 23 Mercer Street, Sheung Wan
 Hong Kong

NAME: _____ NAME OF PROJECT _____

POSITION: _____ WEEK ENDING _____

SSS # _____ CONTACT# _____

ADDRESS _____

CHECK DAYS WORKED

DATE		TIME IN	TIME OUT	PROJECT
_____	<input type="checkbox"/> SUNDAY	_____	_____	_____
_____	<input type="checkbox"/> MONDAY	_____	_____	_____
_____	<input type="checkbox"/> TUESDAY	_____	_____	_____
_____	<input type="checkbox"/> WEDNESDAY	_____	_____	_____
_____	<input type="checkbox"/> THURSDAY	_____	_____	_____
_____	<input type="checkbox"/> FRIDAY	_____	_____	_____
_____	<input type="checkbox"/> SATURDAY	_____	_____	_____

NOTES: _____

 Independent Contractor

 Production Coordinator

 Producer / Line Producer

Please observe the cut-off for payroll is every Tuesday. This form should be submitted every Wednesday.



Day-Out-Of-Days
Production Services

PRODUCTION COMPANY _____ DATE _____
 PRODUCTION TITLE _____ PRODUCER _____
 EPISODE TITLE _____ DIRECTOR _____
 PRODUCTION # _____ UNIT PRODUCTION MGR. _____
 SCRIPT DATED _____ FIRST ASST. DIRECTOR _____

	TRAVEL	START	FINISH	WORK	IDLE	TOTAL
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						



Production title: Deep Gold
 Director: Mr. Michael Gleissner
 Producer: Mr. Leslie Nordhauser
 Line Producer: Mr. Malcolm Young

PROPERTY RELEASE

THIS PROPERTY AGREEMENT AND RELEASE ("Agreement") is dated April 26, 2007, and is between

Bigfoot Entertainment Inc., Saac II Road, Barangay Mactan, Lapu-lapu City, Cebu ("Producer")

and the undersigned Property Owner.

Agreement as follows:

1. Grant:

For good and valuable consideration herein acknowledged as received, the undersigned ("Property Owner") being the legal owner of and/or having the authority to bind the owner of, or having the right to permit the taking and use of, the photographs and/or recordings of certain property designated as

the ("Property") does grant to Producer, and its assigns and licensees: The right, consent and permission for any purpose whatsoever to take and use photographs, film and other recordings of such property and to reuse, publish, republish, copy, reproduce, create digitized images of, adapt, distribute, transmit, broadcast, display, exhibit, project, modify, distort, change and otherwise utilize for any purpose photographic images and recordings of the Property, alone, or with other materials including, but not limited to, text, data, images, photographs, illustrations, animation and graphics, video or audio segments of any nature, by any means, methods and technologies now known or hereafter to become known.

Producer shall have the right to embody images of the Property, alone or with other materials, in any computer-readable, print, broadcast or other media or embodiment, now known or hereafter to become known, including, but not limited to, all formats of computer-readable electronic, magnetic, film, digital laser or optical-based media, and any other human or machine readable media.

Producer shall have the right to use images and recordings of the Property, without limitation, in connection with the creation, development, production, manufacture, packaging, distribution, promotion and use of any Products.

The rights granted to Producer in this Agreement are world-wide, irrevocable, perpetual, and assignable.

2. Waiver and Release:

The undersigned hereby waives all rights and releases Producer, its employees, agents, independent contractors, licensees, parent company and assigns from, and shall neither sue nor bring any proceeding against any such parties for, any liability, loss, demands, claims or causes of action, whether now known or unknown, for trademark or any similar matter, or based upon or relating to the use and exploitation of the images and recordings of the Property.

In full consideration for all rights and benefits hereby granted by Property Owner to Producer, Producer shall pay to Property Owner

(a) in respect of the period referred to in attached shooting schedule the sum of _____ together with VAT thereon if applicable)

and

(b) in respect of any additional days or half days as referred to in attached shooting schedule a sum calculated at the rate of _____ per half day (together with VAT thereon if applicable) for each such additional half day, such sum to be payable as we may mutually agree.

3. Miscellaneous:

This Agreement, and any of Producer rights hereunder, are assignable or sub licensable by Producer at Producer's sole discretion, without the undersigned's consent. This Agreement shall be governed by the laws of the Philippines. This Agreement represents the entire agreement of the parties with respect to its subject matter. No modification, amendment, supplement to or waiver of any provision of this Agreement shall be binding upon the parties hereto unless made in writing and duly signed by both parties.

4. Damage and waste:

Producer shall indemnify Property Owner against any damage which may be caused to the Property by the negligent act or omission of them or their agents, employees or invitees. Producer undertakes that the location will be left in a clean and tidy condition, or as found, and agrees to make good any damage arising directly out of their use - subject to such damage being the direct result and caused by negligence on their part.

ATTACH VISUAL REFERENCE HERE ALIGNED TO TOP RIGHT HAND CORNER IF LARGER THAN BOX.

EG POLAROID, PRINT, PHOTOCOPY ETC.

Initials:



Production title: Deep Gold
Director: Mr. Michael Gleissner
Producer: Mr. Leslie Nordhauser
Line Producer: Mr. Malcolm Young

5. Access to Property and Shooting Schedule:

Property Owner hereby grants to Producer and persons authorised by Producer the [sole and exclusive] [non-exclusive] right during the period referred to in shooting schedule to enter upon the Property and to film, photograph and record [and/or include in a live relay] all or any part of [the interior] [the exterior] [and the contents] of the Property and for such purpose to bring onto and into the Property such persons and equipment as we may deem appropriate.

Access to the Property will be guaranteed on the following days:

Date (period)	Description of use	# of people	In	Out
___/___/___ - ___/___/___				
___/___/___ - ___/___/___				
___/___/___ - ___/___/___				
___/___/___ - ___/___/___				

6. Special Conditions:

7. Contact and Details:

Property: Address _____
 Telephone _____ Fax _____

For Individuals: Owners Name _____
 Telephone _____ Fax _____ Cell Phone _____
 Mail _____

For Corporate Ownership: Name of Corp. _____
 Employee's Name _____ Position/ Title _____
 Telephone _____ Fax _____ Cell Phone _____
 Mail _____

Kindly indicate your acceptance of the foregoing by signing and returning to us the enclosed duplicate of this agreement.

Read and agreed by

_____ Date: _____ Date: _____

for and on behalf of Bigfoot Entertainment

[duly authorised for and on behalf of] [Owner]

Initials:



Location Information Sheet
Production Services

SHOW _____ PRODUCTION (SCRIPTED) _____
 LOCATION MANAGER _____ LOCATION _____
 PERMIT SERVICE _____
 CONTACT _____ DATE(S) _____
 PHONE # () - _____ INTERIOR EXTERIOR DAY NIGHT

ACTUAL LOCATION (Address & Phone #) () -	CONTACTS Owner(s) Name(s) _____ Address _____								
DATE & DAYS <table border="1"> <thead> <tr> <th>Number of days</th> <th>dates</th> </tr> </thead> <tbody> <tr> <td>Prep: _____</td> <td></td> </tr> <tr> <td>Shoot: _____</td> <td></td> </tr> <tr> <td>Strike: _____</td> <td></td> </tr> </tbody> </table>	Number of days	dates	Prep: _____		Shoot: _____		Strike: _____		Phone/FAX Number () - _____ Mobile Number () - _____ Representative(s) _____ Company: _____
Number of days	dates								
Prep: _____									
Shoot: _____									
Strike: _____									
LOCATION OF NEAREST EMERGENCY MEDICAL FACILITY	Contact: _____ Address: _____ Phone/FAX Number () - _____ Mobile Number () - _____								

LOCATION SITE RENTAL FEE

Full Amount	P _____	O.T. after _____ hours per day @ P _____ per hour
Amount for PREP days	P _____	Additional days @ P _____ per day
Amount for SHOOT days	P _____	Additional charges: Phone P _____
Amount for STRIKE days	P _____	Utilities P _____
Deposit P _____		Parking P _____
<input type="checkbox"/> Refundable <input type="checkbox"/> Apply to total		(Other) _____ P _____
Balance P _____	Due on _____	

CHECKLIST

- Location Agreement
- Certificate of Insurance
- Permit
- Fire Safety Officer(s)
- Police
- Location Fee
- Security
- Intermittent Traffic Control
- Post for Parking
- Signed Release from Neighbors
- Prepared Map to Location

- Heaters/Fans/Air Conditioners
- Lay-out Board/Drop Cloths
- Utilities/Power Supply

Allocated Areas For

- Extras
- Dressing Rms.
- Eating
- Hair/Makeup
- School
- Equipment
- Special Equipment
- Animals

Allocated Parking For

- Equipment
- Honey wagons
- Motor Homes
- Catering Truck
- Cast Vehicles
- Crew Vehicles
- Buses
- Picture Vehicles
- Extra Tables & Chairs
- Locate Parking Lot if Shuttle is Necessary



Film Title

CREW LIST
As of

PRODUCTION OFFICE	Bigfoot Entertainment One Hollywood Blvd. Bigfoot I.T. and Media Par 6015 Lapu-Lapu City Cebu, Philippines	Tel: (032) 493-8889 Ext. 5261 Fax Number: (032) 340-5126
CREW ACCOMMODATION	Hollywood Suites One Hollywood Blvd. Bigfoot I.T. and Media Park 6015 Lapu-Lapu City Cebu, Philippines Casablanca Garden Apartments One Hollywood Blvd. Bigfoot I.T. and Media Park 6015 Lapu-Lapu City Cebu, Philippines	Tel: (032) 493-8889 Ext. 6100 (front desk)

EXECUTIVE PRODUCTION	Name	Phone and e-mail	Location
DIRECTOR			
EXECUTIVE PRODUCER			
PRODUCER			
LINE PRODUCER			
ASSOCIATE PRODUCER			
PRODUCTION COORDINATOR			
ASST. PROD. COORDINATOR			
SCRIPT SUPERVISOR			
ASST. SCRIPT SUPERVISOR			
ACTING / DIALOGUE COACH			

PRODUCTION	Name	Phone and email	Location
KEY PA			
PRODUCTION ASSISTANTS			
DIRECTOR'S PA			

ASSISTANT DIRECTORS	Name	Phone and email	Location
1 ST ASST. DIRECTOR			
2 ND ASST. DIRECTOR			
3 RD ASST. DIRECTOR			

ACCOUNTS	Name	Phone and email	Location
PRODUCTION ACCOUNTANT			
ASST. PROD. ACCOUNTANT			
ASST. PROD. ACCOUNTANT			

CAMERA	Name	Phone and email	Location
DIRECTOR OF PHOTOGRAPHY			
1 ST CAMERA ASSIST			
2 ND CAMERA ASSIST			
3 RD CAMERA ASSIST			
VIDEO ASSIST/MOVIEBIRD OPER.			
DOWNLOAD/TRANSFER IN-CHARGE			
CAMERA INTERN			
CAMERA LOADER			

LIGHTING	Name	Phone and email	Location
GAFFER			
BEST BOY ELECTRIC/GENERATOR			
ELECTRIC			

GRIP	Name	Phone and email	Location
KEY GRIP			
MOVIEBIRD GRIP			
BEST BOY GRIP / MOVIEBIRD			
ASST. BEST BOY GRIP			
DOLLY GRIP / CRANE			
ASST. DOLLY GRIP			
GRIP / SET EQUIPMENT CUSTODIAN			

SOUND	Name	Phone and email	Location
SUPERVISING SOUND MIXER			
PRODUCTION SOUND RECORDIST			
BOOM OPERATOR			
UTILITY SOUND TECHNICIAN			
SOUND UTILITY			

ART DEPARTMENT	Name	Phone and email	Location
PRODUCTION DESIGNER			
ART DIRECTOR			
ASSISTANT ART DIRECTOR			
2 ND ASSISTANT ART DIRECTOR			
ART DEPT. COORDINATOR			
SET DECORATOR			
ON-SET DRESSER			
SET FOREMAN			
MODEL MAKER			
SETMEN			
ASST. SCENIC ARTIST			
GRAPHIC ARTIST			
ART INTERN			

PROPS	Name	Phone and email	Location
PROPMASTER			
ASST. PROPS			
STANDBY PROPS			

WARDROBE	Name	Phone and email	Location
COSTUME DESIGNER			
WARDROBE SUPERVISOR			
COSTUMER			

MAKE-UP and HAIR	Name	Phone and email	Location
KEY MAKE UP			
ASSISTANT MAKE UP			
KEY HAIR			
ASSISTANT HAIR			

POST PRODUCTION	Name	Phone and email	Location
HEAD OF POST PRODUCTION			
POST SUPERVISOR			
POST PROD. COORDINATOR			
VISUAL EFFECTS SUPERVISOR			
SUPERVISING EDITOR			
EDITOR			
ASSISTANT EDITORS			
STORYBOARD ARTIST			
ASST. STORYBOARD ARTIST			
SOUND EDITING TRAINEE			
VIDEO POST TRAINEE			
VIDEO RUNNER			

LOCATIONS	Name	Phone and email	Location
LOCATION MANAGER			
ASSISTANT LOCATION MANAGER			

SAFETY & SECURITY	Name	Phone and email	Location
HEAD OF SECURITY			
SAFETY / SECURITY OFFICER			
MEDIC			

CASTING	Name	Phone and email	Location
ASSOCIATE TALENT COORDINATOR			
TALENT WRANGLER			

STUNTS	Name	Phone and email	Location
STUNT COORDINATOR			

TRAVELS & ACCOMMODATION	Name	Phone and email	Location
TRAVEL & ACCOMM. COORDINATOR			
TRANSPORT CAPTAIN			
YACHTS			
DRIVERS			

CRAFT SERVICES	Name	Phone and email	Location
CRAFT SERVICES			
ASST. CRAFT SERVICES			

EPK and BTS	Name	Phone and email	Location
PRODUCER			
CAMERAMAN			
ASST. CAMERAMAN			
STILL PHOTOGRAPHER			