EUROPEAN PRODUCERS ASSOCIATION

PRODUCTION SERVICE COVER LETTER

Your Logo Here

GENERAL INFORMATION

Date:	
Advertiser & Brand:	
Film(s) - length(s) & title (s):	
Production House:	
Producer:	
Director:	
DOP:	
Agency pax attending:	
Client pax attending:	
Number of Shooting Days:	
Rehearsal Days:	
Prelight:	
Shooting Hours per Day:	
Proposed Shoot Date:	
Date of Job Award:	

EQUIPMENT

Camera Package / Sets:

Special Lenses:

Grips:

Lights:

Special Gear:

Data Upload to FTP:

Other Information:

CASTING

Casting type: STUDIO SELF TAPES

Number of Casting Days:

Callback: YES NO

Number of Callback Days:

Casting for OCP – Main x :

Casting for OCP – Secondary x:

Featured Extras x:

Featured Extras: CASTING PHOTO SELECTION

CAST

Arriving OCP – Main x (*Number*):

Arriving OCP – Secondary x (*Number*):

Roles from local casting (*name of the role/number of shooting days*):

Featured Extras x (*Number*):

Extras total for all shooting days x (*Number*):

Extras ethnicities:

Stuntmen x days:

Stand ins x days:

Body doubles x days:

Animals:
(Kind x number of days)

Other:
(Like: choreographers, precision drivers, language coaches, consultants)

Other Information:

STUDIO

Studio:

Studio Requirements:

LOCATIONS

Locations List with Short Description:

ART DEPARTMENT

Is Product Provided by the Client?: YES NO

Description of Set Build or Location Dressing:

Special Props:

Special Costumes:

Include Mock-up Manufacturing: YES NO

Include food styling: YES NO

PHOTO SHOOT

Photo ShootRequired:	YES	NO	Include a photographer:	YES	NO
Photo Usage Media:					
Photo Usage Territories:					
Photo Usage Duration:					
Include Photo Equipment:	YES	NO	Include photo light:	YES	NO
Include Photo Assistants:					
Special Props for photo shoot:					
Other Information:					

DIGITAL

Additional Digital Material:	
Special Requests for Digital Material:	
Other Information:	

MISCELLANOUS

Include BTS Photographer / Videographer: YES NO

Other Information:

EXCLUDED FROM THE BUDGET

Director's and DoP's fee:

Travel and Accommodation for International Production:

Product:

Photographer, Photo Equipment and Light:

Other Information: