LOW BUDGET MOTION PICTURE CHECKLIST

The following information should be included in your low budget request letter.

Please submit your request on your company letterhead

1. Name of picture and Production Number
2. Production Company and address
3. Contact: (Name, phone and fax numbers)
4. Theatrical Motion Picture Length in hours/minutes: _____
5. Initial estimated cost - please submit budget “top sheet” with this form
6. Leader/Composer’s Name
7. Contractor’s Name, Phone and Fax Numbers
8. Date(s) & Location of Session(s)
9. Estimated Number of Musicians
10. Signatory of Record (if producing company is an AFM signatory) or
11. Payroll Company (i.e. Signatory of Record for the Session if producing company is not a signatory) Contact (Name, phone and fax numbers)
12. A payroll assumption agreement signed by both parties, with a legible signature and name and address, and phone number of production company
13. Buyer or Distributor of film, if known at time of session

THE SIGNED PAYROLL ASSUMPTION AGREEMENT MUST BE SUBMITTED AT LEAST NINETY-SIX (96) HOURS BEFORE THE FIRST SESSION.

Please send your request letter by fax or mail to the attention of:

The Low Budget Film Department  
AFM, West Coast Office  
3550 Wilshire Blvd. Suite 1900  
Los Angeles, CA 90010

Phone: 213 251-4510 x 203  
Fax: 213 251-4520

This checklist is intended as a guideline only and does not cover all terms and conditions pertaining to low budget films. Please refer to the agreement for complete information. Please note that the final estimated cost must be provided to the AFM within thirty (30) days of release.