

## 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.***