

INSTRUCTIONS

(After reading the following, if you have any further questions, please call 323/549-6644.)
(For your convenience, our fax number is 323/549-6647.)

- 1.) Indicate the name of the signatory Production Company (e.g. "THE ABC COMPANY").
- 2.) Indicate the quarter/year when principal photograph was completed (e.g. "1st quarter 2007"). Make one report only for full project even though it might span more than one quarter.

The quarters consist of:	January – March	(1 st)
	April – June	(2 nd)
	July – September	(3 rd)
	October – December	(4 th)

- 3.) Indicate the name of the film for which you are reporting.
- 4.) Indicate the type of project (feature, television movie, television pilot, television series, animation.)
- 5.) Use a number to respond to this question.
- 6.) Indicate the name of person completing this form and the telephone number for same.
- 7.) Two separate reports are required, one for Performers only and one for Stunt Performers only. If there were no Stunt Performers employed on the film, check the "No Stunts" box. If Stunt Performers were employed, complete the casting date report form for Stunt Performers.
- 8.) **Part I.** Indicate the total number of lead and supporting Performers in each of the applicable categories. Series performers column is provided for episodic TV shows only. Daily column is for daily contract & 3-day contract performers only. Weekly column is for weekly contract and run-of-the-picture performers. A day contract performer upgraded to a weekly contract performer in a drop/pick-up situation should be listed in the weekly column (**do not count the performer twice**).
- 9.) Use numbers only to indicate the total number of Performers in the category.
- 10.) Use numbers only to indicate the total number of days worked by ALL Performers in the category. (Include all days paid for including hold, rehearsal days, etc.)
- 11.) Use numbers only to indicate how many Performers were in each age group.
- 12.) **Part II.** Indicate the total number of males and females in each category.
- 13.) Use numbers only to indicate the total number of days worked by ALL the Performers in male and female category.
- 14.) Use numbers only to indicate how many performers were in each age group.

**** NOTE: PLEASE MAKE EVERY EFFORT TO ENSURE THAT YOUR NUMBERS CORRESPOND ACROSS AND AMONG PART I and PART II.**
