# SAN FRANCISCO FILM AND TELEVISION REBATE PROGRAM

## Scene in San Francisco

**FORM A - Initial Application**

Please **type** or **print clearly**. If the appropriate response is “not applicable,” please use “N/A.”

**FILM OR PROJECT TITLE**:

|  |
| --- |
|  |

Applicant: (the entity engaged in and controlling the production. Applicant EIN or SSN:

This is the entity that would receive the rebate)

|  |  |  |
| --- | --- | --- |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Total Projected Budget: | $ | Expected Shoot Dates: |  |

|  |  |  |
| --- | --- | --- |
| Total Projected Below the Line Budget: | $ | (excluding post-production) |

**TYPE OF PROJECT**  (Check one only)

Feature Film

Television Pilot

Television Film

Television Episode

**PRODUCTION COMPANY INFORMATION**:

**Permanent Business Address  (not a P.O. Box and may not be City property):**

|  |  |
| --- | --- |
| Company Name: |  |

|  |  |
| --- | --- |
| Producer or Line Producer: |  |

|  |  |
| --- | --- |
| Production Accountant: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| City: |  | State: |  | Country: |  | Zip: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Cell: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Fax: |  | Email: |  |

**San Francisco Production Office Address:**

|  |  |
| --- | --- |
| Principal Contact: |  |

|  |  |
| --- | --- |
| Title: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Address: |  | City: |  | Zip: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Cell: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Fax: |  | Email: |  |

**TYPE OF ENTITY:**

C  Corporation

S  Corporation

LLC

Partnership

Estate  or  Trust

Other (please  describe)

Federal Tax I.D.  (FEIN – 9 characters):  

State in which incorporated or registered:  

**PRODUCTION SCHEDULE:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Start | End |
| Prep Start/End Date |  |  |  |
| Principal Photography Start/End Date |  |  |  |
| Additional Photography & Reshoots Start/End Date | |  |  |
| Post Production Start/End Date |  |  |  |
| Projected Release |  |  | N/A |

Number of shoot days in San Francisco: 

Estimated San Francisco expenditures:  $

###### SHOOTING DAYS

Stage days are days cameras roll for principal photography at a film production facility. Location days are days cameras roll for principal photography on any location that is not part of a film production facility.

1. # stage days in San Francisco
2. # stage days outside San Francisco
3. **Total # stage days** (a + b)
4. # location days in San Francisco
5. # location days outside San Francisco
6. **Total # location days** (d + e)

##### EMPLOYEE INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| **San Francisco Employees** | **# Employees** |  | Wages/Comp |
|  |  |  |  |
| Above the Line Employees |  |  |  |
| SF Resident employees | # |  | $ |
| All NON-SF Resident employees | # |  | $ |
|  |  |  |  |
| Below-the-line - Production Employees | |  |  |
| All production employees | # |  | $ |
| All Background Actors | # | # days | $ |
| SF Resident production employees | # | # days | $ |
| SF Resident background actors | # | # days | $ |
|  |  |  |  |
| Total Production Employees |  |  |  |
| Total above & below the line SF employees | # |  | $ |
| Total above & below the line non-SF employees | # |  | $ |

##### PROJECT BUDGET

Please attach a copy of your most current detailed budget.

The most current version of your project budget is a mandatory part of this Initial Application, it must be submitted with this application form in order for this application to be considered complete. You will also need to submit a copy of the final (sign-off) budget with an updated FORM B at the start of principal photography.

|  |
| --- |
| **CERTIFICATION:** |

The signature below must be provided by the corporate office, general partner, managing member, or sole proprietor of the applicant seeking the Scene in San Francisco Film Rebate. All other information requested by the application should be provided by the corporate office, general partner, managing member, or sole proprietor of applicant seeking the film rebate.

I further certify that the film will have an onscreen credit using the Scene in San Francisco Logo.

Under penalties of perjury, I declare that I have examined the application and accompanying documents and, to the best of my knowledge and belief, they are true, correct and complete.

|  |  |  |
| --- | --- | --- |
| Signature |  | Date |

|  |
| --- |
| Print Name |

|  |
| --- |
| Title |

|  |
| --- |
| Relationship to Applicant |

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# SAN FRANCISCO FILM AND TELEVISION REBATE PROGRAM

## Scene in San Francisco

**FORM A – Instructions for Initial Application**

**Film or Project Title**: The name of the qualified feature film or television program being produced. If the production does not yet have a name, please use a working title. You must notify the San Francisco Film Office in writing of any name changes.

**Applicant:** The applicant must be the corporation, partnership, limited partnership, or other entity or individual that is principally engaged in the production of the film or television program and that controls the film or television program during pre-production, production and post-production. The applicant is the entity that, upon final approval, will receive the rebate check.

The applicant must be the entity that incurs and pays direct expenditures related to the physical production process and which is signatory to contracts with a payroll company, facility operators, vendors, etc. during production.

**EIN or SSN:** Indicate the Applicant’s Employer Identification Number (EIN) or Social Security Number (SSN)

**Projected Budget:** Indicate the total budget for all expenses. For television series, this should be the total budget for all episodes in the current season.

**Projected Below-the-Line Budget:** Indicate the total below-the-line budget **(excluding post-production)** for all expenses. For television series, this should be the total budget for all episodes in the current season.

**TYPE OF PROJECT:**

**Film**: Means a production intended for commercial distribution to a motion picture theater or directly to home video or DVD market.

**Television Pilot:** Means the initial episode produced for a proposed television series.

**Television Film:** Which may also be known as “movie-of the-week,” “mow,” “made for television movie,” or “mini-series,” means a production intended for broadcast on television, whether free or via a subscription based service.

**Television Episode:** Means a regularly occurring production intended in its initial run for broadcast no more than once weekly, on television, whether free or via a subscription based service.

**Production Company Information:** The applicants attached to work on the project during production.

### Production Schedule: Indicated the key dates for each major phase of the production process as accurately as possible. NOTE: While it is understood that start dates may change, the Applicant MUST be scheduled to begin principal photography on the qualified film no more than thirty (30) days after submitting this application. Applications submitted more than thirty (30) days prior to the scheduled start of principal photography will not be accepted.

**Prep or “pre-production:”** Means the process of preparation for actual physical production and is considered to begin with the establishment of a dedicated production office, the hiring of key crew members such as a Unit Production Manager and Line Producer, and includes, but is not limited to, activities such as location scouting, hiring of crew, construction of sets, etc. Pre-production does NOT include the process of development.

**Principal Photography Start Date:** Means the first date of principal and ongoing filming of major and significant portions of a qualified film that involves the main lead actors. “Ongoing” means that once the process of principal photography begins it continues with no significant breaks or delays in an industry standard work schedule for the majority of the total days scheduled for principal photography.

**Principal Photography End Date:** Means the date principal and ongoing photography that involves the main lead actors is concluded.

**NOTE**: Re: Television Series: It is understood that under certain industry practices episodic television production seasons can include planned, reasonable interruptions of “ongoing” production. If the project being applied for in this Initial Application is a production season of an episodic television program series, and such an interruption is anticipated, notify the San Francisco Film Office.

**Additional Photography/Reshoots Start Date:** Means the first date after the Principal Photography End Date on which either 2nd Unit or other additional photography which does not include the main actors begins, or when the lead actors are reconvened for 'reshoots' or additional scenes that were not a part of the initial phase of principal and ongoing photography described in principal photography.

**Post Production End Date:** Means the date post production on the qualified film has been finished and the project is ready for delivery to a distributor. Post production does NOT include activities related to marketing, promotion or distribution. In the case of a film with a planned theatrical release or a television project with a broadcast or cable release, post production does NOT include any activity specifically related to DVD or home video distribution. In the case of a Television Series, the production season will be considered complete when post production on the final episode of the season is completed and the entire

season is ready for delivery.

**Projected Release/Air Date.** If there is no distribution agreement in place, and no tentative projected release or air date, indicate the date the production will be ready for release or broadcast.

**Shooting Days:** Stage days are days cameras roll for principal photography at a film production facility. Location days are days cameras roll for principal photography on any location that is not part of a film production facility.

### EMPLOYEE INFORMATION

**Above-the-line and Below-the-Line Employees:** SF resident employees whose home address given by the employee for all employment purposes within the City and County of San Francisco. NON-SF resident employees whose home address given by the employee for all employment purposes are not within the City of San Francisco.