

## Film Crew Advancement Program (FCAP)

## CHECKLIST

### PAPERWORK DEADLINES

### DATE SUBMITTED TO NMFO

#### PHASE ONE - DURING PREP

- submit FCAP APPLICATION PART I – Exhibit A \_\_\_\_\_
- submit TOP SHEET OF BUDGET \_\_\_\_\_  
(Note: if total budget is over \$2M additional requirements: 8 NM residents must be employed in key level positions or higher level positions in a min. of 6 different craft departments - these crewmembers are not required to be program participants or mentors. Email [rochelle@nmfilm.com](mailto:rochelle@nmfilm.com) for approval.)
- meet W/ PRODUCTION & INCENTIVES MANAGER or WORKFORCE DEVELOPMENT PROGRAMS MGR. \_\_\_\_\_
- review FCAP Policy and Guidelines found on [www.nmfilm.com](http://www.nmfilm.com) \_\_\_\_\_
- submit NM SUBSTITUTE W-9 \_\_\_\_\_
- submit FCAP APPLICATION PART II – Example Exhibit B (Estimated Reimbursement) \_\_\_\_\_
- submit FCAP AGREEMENT (two (2) signed originals) \_\_\_\_\_

#### PHASE TWO - DURING PRINCIPAL PHOTOGRAPHY

- email or fax FCAP TRAINEE APPLICATIONS AND RESUMES \_\_\_\_\_  
(Note: if crewmember has 1-year of residence or less - please submit a copy of their drivers license)
- email Final EXHIBIT B (spreadsheet provided by Workforce Development Programs Manager) \_\_\_\_\_
- email or fax DAY ONE (1) CALL SHEET \_\_\_\_\_
- email or fax PRELIMINARY CREW LIST \_\_\_\_\_
- email or fax ANY ADDITIONAL FCAP APPLICATIONS \_\_\_\_\_  
(Note: no more FCAP applications will be accepted after principal photography has ended)

#### PHASE THREE - DURING NM WRAP

- email or fax COMPANY LAST DAY CALL SHEET \_\_\_\_\_
- email or fax FINAL CREW LIST \_\_\_\_\_
- submit DETAILED EARNINGS PAYROLL REPORTS \_\_\_\_\_
- deliver or mail NOTARIZED Claim Document \_\_\_\_\_  
(Note: draft NOTARIZED Claim Document will be submitted by Workforce Development Programs Mgr.)
- submit POST-PRODUCTION CONTACT TO WORKFORCE DEVELOPMENT PROGRAMS MANAGER \_\_\_\_\_
- VERIFY ADDRESS FOR REIMBURSEMENT CHECK (if different from submitted W-9 form) \_\_\_\_\_