

Subcontracting

You may subcontract nearly any area of your production provided that you:

1. Fill out the subcontractor agreement and get it signed by your subcontractor
2. Fill out the Application and Contingency form and get it approved

These can be done in any order, but I need a scan of both on file.

This process may not be necessary for the following crew positions:

- Actors
- Musicians/foley artists under direction
- Buisnesses where you are purchasing/renting goods or non-creative services
- Production Assistants/labor
- Assistants to any subcontractors

If you're unsure about a position needing subcontractor approval, ask.

Reasons for possible disapproval of subcontracting:

- Too much of your production is subcontracted
- Too many jobs subcontracted to the same person
- Subcontractor is unjustified or a poor choice
- Insufficient contingency plan in place
- Unreasonable expectations for completion (time, amount of work, etc)
- Major production elements (i.e. directing, character design, programming) may not be subcontracted

There must be a minimum of 2 weeks between approval of the subcontractor agreement and due date of deliverables.

Subcontractor agreement

Director Name _____ Title of Project _____

Subcontractor _____ Position Title _____

Deliverables _____

Date of completion _____

Stipulations (optional) _____

Director signature _____

Subcontractor _____ Date _____

Subcontractor Application and Contingency

Director Name _____ Title of Project _____

Subcontractor _____ Position Title _____

Why subcontract this position? _____

Why choose this subcontractor? _____

What is your contingency plan if this subcontractor fails to deliver?

I, The undersigned, acknowledge that I bear sole responsibility for the completion of this project, regardless of any agreements with outside individuals or agencies.

Director _____

Instructor _____ Date _____