



California Film & Television Tax Credit Program 4.0

INTERIM DOCUMENTATION CHECKLIST

Important: Please carefully review guidelines regarding these requirements.

The following documents must be submitted by email to IncentiveProgram4@film.ca.gov.

Queue number and project title must be included in the subject line.

UPON APPROVAL

- ☐ **Pilot Career Training Program** - Proof of financial contribution to the Pilot Career Pathways Training Program. Must be paid no later than 10 business days after issuance of CAL.
- ☐ **Production Updates** - Please send an email as needed to the CFC at IncentiveProgram4@film.ca.gov with project title and queue number in the subject line and provide any substantive changes: e.g., start date change, title change, revised # of episodes scheduled (if applicable), significant reduction of budget, or schedule.
- ☐ **Orientation Meeting** for Line Producer, UPM, Accountant, Post-Production Supervisor, Production Company Executive (min. of 2 representatives) no later than 4 weeks prior to start of Principal Photography

DURING PRODUCTION and/or POST-PRODUCTION

- ☐ **Call Sheet** on Day One of Principal Photography - PDF file emailed to IncentiveProgram4@film.ca.gov. "Principal photography" in California must commence no later than 180 days after the Credit Allocation Letter is issued. Inclusive of all holidays and holiday weeks between Christmas and New Year's Eve. Projects with qualified expenditure budgets over \$100,000,000 have 240 days. If the production does not begin filming prior to the deadline, the tax credit allocation will be revoked. The production company may reapply when a firm start date is known during an open allocation period; however, there is no guarantee that tax credits will be available.
- ☐ If a **hiatus** is requested, production must submit dailies, Call Sheet and Production Report for the first day shoot.
If a production implements a "Hiatus" during the principal photography period, any and all hiatus period(s) may be no longer than 120 calendar days in aggregate for the entire duration of the production. Inclusive of all holidays. If the production does not resume within the 120-day period, the project will no longer be eligible for the program and cannot re-submit an application for that project in any future year. If a production has completed the scheduled number of principal photography days, has commenced post-production, and requires additional photography, the hiatus provision is not applicable.
- ☐ **Final Approved Production Reports** (on a weekly basis) – PDF files emailed to IncentiveProgram4@film.ca.gov
- ☐ **Career Readiness Requirement** - All applicants must participate in a career-based learning and training program approved by the CFC. Participation may involve internships, workshops by production professionals, professional skills tours and/or visits to observe operations, continuing education for educators, or a financial contribution. Please refer to the Career Readiness section on the CFC website for detailed instructions on this requirement.
- ☐ **Final Safety Evaluation documentation.** See guidelines.