

INTERN/PA INFORMATION SHEET

Thank you for your interest in being a part of Fork the Man Productions. We take great effort in creating a collaborative environment within the Chicago film community and look forward to working with you. In order to properly utilize your talents, we need to know what skills you have and know where your interests lie.

Please complete this general information sheet and attach a current resume if you have not already sent one. We will keep your information in our database and contact you when we have open opportunities. Most entry-level positions are unpaid. If you see open positions posted on our social media sites or in our newsletter, please feel free to inquire and remind us that you have already completed this.

Name

Date

PRODUCTION AREAS

Please mark which departments you are interested in working in.

<input type="checkbox"/>	Production Office: Organizing and filing documents, answering emails, sending out forms, making script copies, taking notes during meetings, & entering data into production database. Assist in event planning. Mainly telecommuting.
<input type="checkbox"/>	Casting: Assisting with casting calls, fielding inquiries from talent, collecting paperwork, & reading in auditions.
<input type="checkbox"/>	Craft Services: Order meals & supplies, go on store runs, maintain/replenish craft table.
<input type="checkbox"/>	Art Department: Assist with set decorating & building, procure props, and create signage.
<input type="checkbox"/>	Hair/Make-Up/Wardrobe: Assists Costumers, labels costumes, may organize costumes for laundering, runs errands, assists with collecting costumes, and take continuity pictures.
<input type="checkbox"/>	Set (Director's Assistant): Provide Director with anything he needs during filming including keeping track of shooting script, getting snacks, and taking notes.
<input type="checkbox"/>	Set (Technical): Assistant in the camera, sound, electric or grip departments as needed.
<input type="checkbox"/>	Set (General): Manage background actors, helping in company moves or crowd control, collecting paperwork and out times for the production, passing out scripts and schedules, escort actors to and from set, clean location, and help load and unload equipment.
<input type="checkbox"/>	Post Production: Assist in editing, music, post sound departments as needed.
<input type="checkbox"/>	Publicity: Assist in interview set-ups, take care of Press needs, assist in social media/website campaigns, send out publicity schedules, help organize still photographs.

Please list any film equipment you have used:

Please list software (film or office) that you are familiar with:

Do you require any special accommodations?

Do you own a car? Yes No

