

Katahdin Fiscal Sponsorship – Requested Materials

At minimum we like to see some version of the following:

- I. detailed project description
 - II. audience & distribution plan
 - III. fundraising plan
 - IV. budget
 - V. timeline
 - VI. production personnel
 - VII. edited sample of the project and/or a prior work
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If it helps, please use the following as a guide for preparing your materials.

I. Project Description

- Synopsis: a one paragraph summary of the entire project
- Treatment: a page or more describing the who, what, when, where and why of your story. Include mention of anticipated themes, structure, style, points of view, etc.

II. Audience & Distribution Plan

- Identify specific communities (defined by geography, ethnicity, class, generation, etc.) that you hope to reach
- How have you assessed their needs and what is your relationship to this audience?

III. Fundraising Plan:

- Describe your overall fundraising strategy including types of funders and campaigns you will pursue
- List funders/contributions confirmed, pending, declined and those to be sought out

IV. Budget

- Submit a detailed budget with all line items shown for the full production
- If possible, identify funds secured, spent to date and pending

V. Timeline:

- What is the current status of the project?
- What is your anticipated schedule through post and into distribution?

VI. Production personnel:

- Submit a résumé (including filmography) for the project director(s). Bios for other key production personnel, or people featured in the project, are welcome.

VII. Edited sample of the project and/or prior work (on DVD or online)*:

- Indicate if the sample work is a rough cut, trailer, scene selects, finished film, etc. Specify the length of the completed work
- If a sample of the new project isn't available we recommend that you send prior work. Please note any similarities or dissimilarities between the proposed and past work.
* Sample materials will not be returned.

Email materials to: info@katahdinproductions.com

Mail materials to: Katahdin, 1516 Fifth Street, Berkeley CA 94710

For more information email us or call 510-666-0866

Thank you!

