



California Film & Television Tax Credit Program 2.0

INTERIM DOCUMENTATION CHECKLIST

Important: Please carefully review guidelines regarding these requirements.

The following documents must be submitted by email to IncentiveProgram2@film.ca.gov. Queue number and project title must be included in the subject line.

UPON APPROVAL

- Production Updates** - Please send an email as needed to the CFC at IncentiveProgram2@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 via email to IncentiveProgram2@film.ca.gov
"Principal photography" in California must commence no later than 180 days after the Credit Allocation Letter is issued. If the production does not begin filming prior to the 180 day 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. 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 via email to IncentiveProgram2@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.