Art Novo Film Production Company,

Represented by Ed Kalvins, Project Manager

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The following is a Film Production Requirement Specification for your potential project in Latvia. We ask you to provide as much information as possible in the beginning so that we can understand your requirements and ensure you the best, most economical service possible.

Please note that this specification will be updated as we become more familiar with technical details.

Please complete and e-mail to ed.kalvins@tpriga.lv.

|  |  |
| --- | --- |
| **Date registered:** |  |
| **Registered by:** | Ed Kalvins |
| **Others involved**  |  |
| **Country/Region** |  |
|  |  |
| Client information |  |
| Company Name: |  |
| Registration Number: |  |
| Contact name: |  |
| Position: |  |
| Contact number: |  |
| e-mail address: |  |
| Web Site: |  |
| Address: |  |
| Assignment  |  |
| * filming site inspections
 |  | From: |  | To: |  | =  | days |
| * organizational
 |  | From: |  | To: |  | =  | days |
|  |  | From: |  | To: |  | =  | days |
|  |  |
| Project (check appropriate) | # | Duration (minutes) | Comments |
| * feature-length film
 |  |  |  |
| * short
 |  |  |
| * song videos
 |  |  |
| * animation
 |  |  |
| * documentary
 |  |  |
| * commercial
 |  |  |
|  |  |  |  |
| Anticipated Shooting Date |  | From: |  | To: |  | =  | days |
|  |  |  |  |
| Equipment (check appropriate) | # | Type/Model | Comments |
| * cameras
 |  |  |  |
| * cranes, jib
 |  |  |  |
| * cranes, telescopic
 |  |  |  |
| * lighting, HMI
 |  |  |  |
| * lighting, TUNGSTEN
 |  |  |  |
| * lighting, FLUORESCENT
 |  |  |  |
| * sound systems
 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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|  |
| Note: For the following section and for preliminary discussions, names are not required, only numbers. Names are required if visa application invitation letters are required. |
| Personnel (yours) | # | Name | Passport #  | Previous EU visa date |
| * Director
 |  |  |  |  |
| * Director assistant
 |  |  |  |  |
| * Producer
 |  |  |  |  |
| * Producer assistant
 |  |  |  |  |
| * Production Manager
 |  |  |  |  |
| * Cinematographer
 |  |  |  |  |
| * Choreographer
 |  |  |  |  |
| * Art Director
 |  |  |  |  |
| * Cameramen
 |  |  |  |  |
| * Lighting
 |  |  |  |  |
| * Sound
 |  |  |  |  |
| * Crane Operator
 |  |  |  |  |
| * Hair Dresser
 |  |  |  |  |
| * Costumes
 |  |  |  |  |
| * Make-Up Artists
 |  |  |  |  |
| * Actors
 |  |  |  |  |
| * Actresses
 |  |  |  |  |
| * Dancers (male)
 |  |  |  |  |
| * Dancers (female)
 |  |  |  |  |
| * Singers (male)
 |  |  |  |  |
| * Singers (female)
 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Note: For the following section, provide an indication of what personnel you think is required from Art Novo.  |
| Personnel (Art Novo) | # | Comments / Special Requirements |
| * Director
 |  |  |
| * Director assistant
 |  |  |
| * Producer
 |  |  |
| * Producer assistant
 |  |  |
| * Production Manager
 |  |  |
| * Cinematographer
 |  |  |
| * Choreographer
 |  |  |
| * Art Director
 |  |  |
| * Cameramen
 |  |  |
| * Lighting
 |  |  |
| * Sound
 |  |  |
| * Crane Operator
 |  |  |
| * Hair Dresser
 |  |  |
| * Costumes
 |  |  |
| * Make-Up Artists
 |  |  |
| * Actors
 |  |  |
| * Actresses
 |  |  |
| * Dancers (male)
 |  |  |
| * Dancers (female)
 |  |  |
| * Singers (male)
 |  |  |
| * Singers (female)
 |  |  |
|  |  |  |
|  |  |
| Venue (check appropriate) |  | Comments / Special Requirements |
| * outside - daylight
 |  |  |
| * outside - lighting
 |  |  |
| * Pavilion facilities
 |  |  |
| * inside (other)
 |  |  |
|  |  |  |
| **ARCHITECTURE** |  |  |
| * Castle / Manor
 |  |  |
| * Country house
 |  |  |
| * Industrial / Urban
 |  |  |
| * Jugend / Classical
 |  |  |
| * Modern
 |  |  |
| * Soviet
 |  |  |
| **CITIES** |  |  |
| * Old Riga
 |  |  |
| * Other
 |  |  |
| * Parks / Square
 |  |  |
| **INDUSTRY / INFRASTRUCTURE**  |  |  |
| * Airport
 |  |  |
| * Bicycle paths
 |  |  |
| * Bridges
 |  |  |
| * Factories
 |  |  |
| * Harbour
 |  |  |
| * Hydro Electric Plant (Dam)
 |  |  |
| * Roadways
 |  |  |
| * Trains
 |  |  |
| **NATURE** |  |  |
| * Caves
 |  |  |
| * Forest
 |  |  |
| * Pasture
 |  |  |
| * Upland / Plain
 |  |  |
| * Water
 |  |  |
| * Sea (sandy beach)
 |  |  |
| * Sea (rocky beach)
 |  |  |
| * Wild Animals
 |  |  |
| **SPORT** |  |  |
| * Basketball
 |  |  |
| * Bobsleigh
 |  |  |
| * Arena
 |  |  |
| * Stadiums
 |  |  |

|  |  |
| --- | --- |
| Other Information: |  |
|  |  |
|  |  |
| Action Required: |  |
|  |  |
|  |  |