

## Katahdin Productions – Fiscal Sponsorship Guidelines

For fiscal sponsorship consideration by Katahdin Productions, please submit the following:

- Detailed project description (2-3 pages)
- Audience and distribution plan
- Fundraising plan
- Budget
- Timeline for completion
- Resume of director/producer (1 page)
- Bios of remaining production personnel (1 paragraph each)
- Edited sample of the project and/or a prior work

Guidelines:

Please use the following as a guide for preparing your materials:

1. 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 anticipated themes, structure, style, and point of view.
2. Audience and Distribution Plan
  - Identify specific communities that you hope to reach
  - How have you assessed their needs and what is your relationship to this audience?
3. Fundraising Plan:
  - Describe your overall fundraising strategy including types of funders and campaigns you will pursue
  - List funders/contributions confirmed and pending and those being sought out
4. Budget
  - Submit a detailed full production budget with all line items shown for the full production
  - Identify funds secured, spent to date, and pending
5. Timeline
  - Describe current status of project
  - Provide a timeline of full completion schedule
6. Production Personnel
  - Submit a resume of the project director (1 page).
  - Submit 1 paragraph bios for other key production personnel
7. Sample work of the project and/or prior work
  - Submit a rough cut, trailer, scene selects through an online link
  - If sample of the new project is not available, please submit a prior work.

Email materials to: [info@katahdinproductions.com](mailto:info@katahdinproductions.com).

Or mail to: Katahdin Productions, PO Box 2218, Berkeley, CA 94702.

