

**DIRECTORS GUILD OF AMERICA ADMINISTRATION - EAST
THE NEW YORK AREA QUALIFICATION LIST**

PRODUCTION HEADER / SUMMARY SHEET

PRODUCTION TITLE: _____

PRODUCERS: _____

DIRECTOR: _____

UPM: _____

1ST ADs (list all): _____

2ND ADs (list all): _____

YOUR JOB TITLE: _____

DOCUMENTATION

DATES/TYPES OF DOCUMENTS

DEAL MEMO: _____

PAY RECORDS: _____

PROD REPORTS: _____

CALL SHEETS: _____

CREW LIST: _____

OTHER: _____

NOTES/COMMENTS: _____

