



DIRECTORS GUILD-PRODUCER TRAINING PLAN ASSISTANT DIRECTORS TRAINING PROGRAM

DISTANT LOCATION PACKAGE PART 2

Included with this coversheet are the following Distant Location Incentive Program forms:

1. How to Process directive
2. DLIP Agreement
3. DLIP Payment Request Form (**Processed by accounting with receipts at the end of principal photography!**)
4. W-9 Form (**Include with DLIP Payment Request Form!**)
5. DGA BA, Trainee Salary and Meal Period language

Please review the agreement. Please *email or fax this signed copy back* and we will keep it on file.

All Distant Location Incentive Payment Request Forms must be submitted to the Training Plan office within 90 days of the completion of principal photography. If this form, accompanied by the required receipts, is not submitted within this period, the Plan will consider the incentive payment forfeited.

Thank you for considering a Trainee for your production!



DIRECTORS GUILD-PRODUCER TRAINING PLAN

ASSISTANT DIRECTORS TRAINING PROGRAM

How to process the paperwork for reimbursement...

This *Payment Request Form* should be given to accounting and must be submitted to the Training Plan office within 90 days of the completion of principal photography. Copies of all receipts must be attached in order for this to be processed. If this form, accompanied by the required receipts, is not submitted within this period, the Plan will consider the incentive payment forfeited.

Your Payment Request Form must be accompanied by a completed W-9 form. If we do not receive a W-9 form with your Payment Request, we cannot process payment.

Thank you for considering a Trainee for your production!

**Directors Guild-Producer Training Plan
Assistant Directors Training Program**



DIRECTORS GUILD-PRODUCER TRAINING PLAN

ASSISTANT DIRECTORS TRAINING PROGRAM

Payment Request Form

Production:

Production Company:

Address:

Phone Number:

Company Representative:

Assistant Director Trainee:

Number of Weeks/Days Worked on Distant Location:

Total Amount Paid:

Total Incentive Payment Requested:

Attach copies of all receipts for the trainee's housing, per diem and transportation expenses for the period that he/she worked on distant location on the production. Without such receipts, the incentive request will not be processed.

All Distant Location Incentive Payment requests must be submitted to the Training Plan office within 90 days of the completion of principal photography. If this form, accompanied by the required receipts, is not submitted within this period, and include a completed W-9 Form, the Plan will consider the incentive payment forfeited.

Signature of Company Representative

Date