



CHECKLIST FOR ST. BERNARD PARISH FILM INCENTIVE

St. Bernard Parish Office of Tourism and Film

409 Aycock Street
Arabi, LA 70032
ktommaseo@sbsp.net
(504) 355-4445

PRODUCTION NAME: _____

PRE-AUDIT

- Did the production submit the St. Bernard Parish Questionnaire? (Date Submitted: _____)
- Did the production lease office or soundstage space in St. Bernard Parish?

- Office Lease: Dates (mm/dd/yyyy) ____ / ____ / ____ - ____ / ____ / ____
Location of Lease (Physical Address)

- Soundstage Lease: Dates (mm/dd/yyyy) ____ / ____ / ____ - ____ / ____ / ____
Location of Lease (Physical Address)

- Did the production submit a Budget?
- Did the production submit a Distribution Plan?
- Did the production submit a Script Synopsis?

Budget for St. Bernard Parish spending? _____

POST AUDIT

- Did the production submit an audit of St. Bernard Parish production costs?
- Did the production submit the Declaration of Residency Forms?
- Did the production include an end-credit or an alternative?
- Did the production submit a St. Bernard Parish payroll ledger?
- Did the production submit a St. Bernard Parish vendor ledger?

Amount spend in St. Bernard Parish? _____

Amount of incentive rebate? _____

- Date Film Incentive Review Panel completed final review: ____ / ____ / ____

NOTES: (in office use)