PROGRAM INFORMATION FORM (SET BREAKDOWN)

Deadline: May 12, 2017

PILOT EPISODES & SPECIALS DO NOT NEED TO FILL OUT THIS FORM

The purpose of this form is to establish that a minimum of 2/3 of the sets/locations in the episode(s) you are submitting are new.

You must complete this form if you are entering a production that features any sets/locations created in a previous season or by a prior team in the current season (e.g. a pilot team or after a change in the current eligible entrants).

Entrants must be identical on all of the episodes entered. An entry is considered different if ANY member of the eligible entrants on the submitted episodes changes.

Instructions:
1. The script will define what your set/location is called. Please refer to the script for the exact name.

2. List all the new sets and locations that appear in the episode(s) you have submitted. Submit a separate sheet if the list exceeds the space provided.

3. List all the existing sets and locations that appear in the episode(s) you have submitted. Submit a separate sheet if the list exceeds the space provided.

4. If multiple sets/locations share a name, e.g. EXT. STREET, identify them as individual sets/locations with a number, e.g. EXT. STREET (#1), then EXT. STREET (# 2) or INT. CAR (#1) then INT. CAR (#2).

5. Please indicate if a set was “redesigned”. “Redesigned” sets will need a written explanation of the changes made - see rules book for details.

6. Do you meet the minimum “2/3 new” requirement? NEW FOR 2017: a **minimum number of episodes must be entered**, in the order they aired, up to a cap of three, until the 2/3 mark is met. Once the “2/3 new” requirement has been met, no additional episodes are eligible.

NUMBER OF NEW SETS:
NUMBER OF EXISTING SETS:
TOTAL NUMBER OF SETS (NEW + EXISTING):

2/3 OF THE TOTAL NUMBER OF SETS:
(I.E. MINIMUM REQUIRED)

If you do not meet the 2/3 minimum by number of sets/locations and want to qualify by running time in new sets/locations, or have questions about how to complete this form, please contact Louise Danton at danton@televisionacademy.com

version 2 – updated 3.18.17
Please indicate who completed this form. This should be an individual who is able to answer questions about this entry should they arise.

Name: __________________________________________

Job Title/Position: ______________________________________

Email: ______________________________________________

Telephone: __________________________________________

Series title: __________________________________________

Episode titles (up to a cap of three, until the “2/3 new” mark is met):

____________________________________________________

____________________________________________________

____________________________________________________

Team: Production Designer: ______________________________________

Art Director: ______________________________________

Set Decorator: ______________________________________

Did this team change at all during this season/production? □ YES □ NO

Please fax the completed form to (818) 754-2836.

**NEW SETS/LOCATIONS**

**SERIES:** __________________________________________

**EPISODE TITLE #1:** ______________________________________

(If you are entering the pilot episode of a series you DO NOT need to submit this form as all the sets/locations are new. You may not enter additional episodes.)

LIST THE NEW SETS/LOCATIONS THAT APPEAR IN THE SUBMITTED EPISODE. Copy this page if additional space is needed. Please print clearly!

**CHECK ONE**

□ INT □ EXT __________________________________________

□ INT □ EXT __________________________________________

DEADLINE: FRIDAY, MAY 12, 2017
Fax: 818.761.3814 or E-mail danton@TelevisionAcademy.com
EXISTING SETS/LOCATIONS

SERIES: ________________________________________________

EPISODE TITLE #1: ________________________________________

LIST THE EXISTING SETS/LOCATIONS THAT APPEAR IN THE SUBMITTED EPISODE. Copy this page if additional space is needed. Please print clearly!

CHECK ONE EXACT NAME OF SET OR LOCATION AS IT IS DEFINED IN THE SCRIPT, e.g. Amy’s bedroom; Amy’s Apartment; Street (#1); Street #2

☐ INT ☐ EXT ____________________________________________

☐ INT ☐ EXT ____________________________________________

☐ INT ☐ EXT ____________________________________________

☐ INT ☐ EXT ____________________________________________

☐ INT ☐ EXT ____________________________________________

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☐ INT ☐ EXT ____________________________________________

☐ INT ☐ EXT ____________________________________________
NEW SETS/LOCATIONS

SERIES: ________________________________________________________________

EPISODE TITLE #2: _______________________________________________________
(You may only enter a second episode if you do not meet the “2/3 new” requirement with the previous single submitted episode. This episode must have aired after the first episode.)

LIST THE NEW SETS/LOCATIONS THAT APPEAR IN THE SUBMITTED EPISODE. Copy this page if additional space is needed. Please print clearly!

CHECK ONE

EXACT NAME OF SET OR LOCATION AS IT IS DEFINED IN THE SCRIPT, e.g. Amy’s bedroom; Amy’s Apartment; Street (#1); Street #(2)

INT EXT______________________________________________________________

INT EXT______________________________________________________________

INT EXT______________________________________________________________

INT EXT______________________________________________________________

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INT EXT______________________________________________________________

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INT EXT______________________________________________________________

INT EXT______________________________________________________________

INT EXT______________________________________________________________

INT EXT______________________________________________________________
EXISTING SETS/LOCATIONS

SERIES:

EPISODE TITLE #2:
(You may only enter a second episode if you do not meet the “2/3 new” requirement with the previous single submitted episode. This second episode must have aired after the first episode.)

LIST THE EXISTING SETS/LOCATIONS THAT APPEAR IN THE SUBMITTED EPISODE. Copy this page if additional space is needed. Please print clearly!

CHECK ONE

EXACT NAME OF SET OR LOCATION AS IT IS DEFINED IN THE SCRIPT, e.g. Amy’s bedroom; Amy’s Apartment; Street (#1); Street #(#2)

□ INT □ EXT

□ INT □ EXT

□ INT □ EXT

□ INT □ EXT

□ INT □ EXT

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□ INT □ EXT

□ INT □ EXT

□ INT □ EXT

□ INT □ EXT
NEW SETS/LOCATIONS

SERIES: ____________________________________________

EPISODE TITLE #3: ____________________________________________
(You may only enter a third episode if you do not meet the “2/3 new” requirement with the previous two submitted episodes. This episode must have aired after the first two episodes.)

LIST THE NEW SETS/LOCATIONS THAT APPEAR IN THE SUBMITTED EPISODE. Copy this page if additional space is needed. Please print clearly!

CHECK ONE EXACT NAME OF SET OR LOCATION AS IT IS DEFINED IN THE SCRIPT, e.g. Amy’s bedroom; Amy’s Apartment; Street (#1); Street #(#2)

□ INT □ EXT ____________________________________________
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EXISTING SETS/LOCATIONS

SERIES:

EPISODE TITLE #3:
(You may only enter a third episode if you do not meet the “2/3 new” requirement with the previous two submitted episodes. This episode must have aired after the first two episodes.)

LIST THE EXISTING SETS/LOCATIONS THAT APPEAR IN THE SUBMITTED EPISODE. Copy this page if additional space is needed. Please print clearly!

CHECK ONE

EXACT NAME OF SET OR LOCATION AS IT IS DEFINED IN THE SCRIPT, e.g. Amy’s bedroom; Amy’s Apartment; Street (#1); Street #(2)

☐ INT ☐ EXT

☐ INT ☐ EXT

☐ INT ☐ EXT

☐ INT ☐ EXT

☐ INT ☐ EXT

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