

California State University, Los Angeles
Hollywood Foreign Press Association
Student Video/Filmmaking Fellowships
AGREEMENT TO SUPERVISE

(Type or print clearly. Illegible applications will be disqualified.)

TO: PRIMARY STUDENT APPLICANT (Director/Producer)

HFPA Fellowship proposals must include fully completed and signed "Agreement to Supervise" by each of two **DEPARTMENT SUPERVISORS - full-time production faculty and/or full-time technical support staff members** who recommend your proposed HFPA project and who agree to the supervisory terms of this document.

On two "Agreement to Supervise" forms, fill out the following information, attach a copy of the completed application pages 3 and 4, and give to each of two *department supervisors*. Provide your selected department supervisors at least five working days to review this form and request from you any additional information if needed.

PRIMARY STUDENT APPLICANT NAME: _____ CIN: _____

PHONE: _____ EMAIL: _____

HFPA PRODUCTION WORKING TITLE: _____

TO: DEPARTMENT SUPERVISOR

I fully support the above referenced HFPA student production proposal. If selected for award, I hereby agree to follow and fulfill the following terms of HFPA Fellowship supervision.

- I will cooperate with the project's second department supervisor to maintain regular communication with the production crew for purposes of professional mentorship, fiscal monitoring, and tracking progress on production benchmarks.
- Together with the project's second department supervisor, I agree to serve and be available as an official contact for production-related matters and questions (e.g., pertaining to production logistics, locations, expenses). I will negotiate reasonable terms for such contact with the student production team members.
- I understand that the disbursement of HFPA monies will follow five specific production benchmarks, the student production team's progress on each I will monitor, help stay on track, and verify for grant disbursement. The five project benchmarks are: (1) a winning HFPA proposal - \$1,000; (2) completed pre-production planning - \$2,000; (3) completed principal photography and pick ups - \$1,000; (4) final cut showcase screener submitted on May 5, 2008 - \$500; (5) \$500 for the post-Fellowship report package to consist of:
 - Complete production budget report showing actual line item expenditures for the full fellowship amount, with all supporting documentation (e.g., all original receipts).
 - Budget report must be reviewed and verified by signature of each of the production's two department supervisors attesting to the budget report's accuracy.
 - Copies of all signed Release Forms gained during the production.
 - Two DVD copies of the Fellowship film in 7" x 5" DVD cases with sleeve art.
 - Formal letter of appreciation from each member of the project production team to: **Mr. Philip Berk, President, Hollywood Foreign Press Association**. This letter will provide testimony on the student filmmakers' individual and collective experience in the CSULA HFPA Student Filmmaking Fellowship program. If a given student is involved with more than one HFPA fellowship project, s/he will provide a letter for each separate project.
- I will work with the project's second department supervisor to ensure that the production team will submit on deadline a complete and quality post-Fellowship report.
- For inclusion in the production team's post-Fellowship report package, I will provide the production team with my own formal letter of appreciation to: **Mr. Philip Berk, President, Hollywood Foreign Press Association**. This letter will provide testimony on my individual and collective experience in the CSULA HFPA Student Filmmaking Fellowship program. If I am involved with more than one HFPA fellowship project, I will provide a letter for each separate project.
- I understand that as a HFPA department supervisor, my attendance at the May or June public screening is expected, as is attendance by every student principal on the project's production team. Thus, I will make every effort to ensure showcase attendance by these parties.
- My agreement to serve as a HFPA department supervisor in no way obligates me to personally subsidize the student project in any way.

DEPARTMENT SUPERVISOR NAME: _____

DEPARTMENT SUPERVISOR SIGNATURE: _____

DEPARTMENT: _____ PHONE: _____ EMAIL: _____