

**CHECK LIST**  
*(Please Print)*

AGENCY PRODUCER: \_\_\_\_\_

AGENCY TEAM NAME: \_\_\_\_\_

<u>DATE</u>	<u>FORM</u>	<u>RECIEVEB BY</u>
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___ / ___ / ___	<b>AGENCY PRODUCER FORM</b>	_____
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Note: \_\_\_\_\_

___ / ___ / ___	<b>FULL ENTRY FEE \$ _____.00</b>	_____
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Note: \_\_\_\_\_

___ / ___ / ___	<b>DRAWS CLIENT PACKAGE ( ___ : ___ )</b>	_____
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Client Name: \_\_\_\_\_

___ / ___ / ___	<b>CAST &amp; CREW LIST</b>	_____
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Note: \_\_\_\_\_ Total #: \_\_\_\_\_

___ / ___ / ___	<b>RELEASE FORMS (for entire agency team)</b>	_____
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Note: \_\_\_\_\_ Total #: \_\_\_\_\_

Location Releases: \_\_\_\_\_ Music Releases: \_\_\_\_\_ Other Releases: \_\_\_\_\_

___ / ___ / ___	<b>AGENCY PSA COMPLETION FORM</b>	_____
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Note: \_\_\_\_\_

___ / ___ / ___	<b>FINISHED PSA (# of copies _____ )</b>	_____
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Note: \_\_\_\_\_