



## RECORDED & BROADCAST PRODUCTIONS – CHECKLIST/PAYMENT FORM

**PLEASE ENSURE THIS CHECKLIST IS COMPLETED AND SUBMITTED ALONG WITH ALL SUPPORTING DOCUMENTS**

SPONSOR/SUPPORTER NAME: \_\_\_\_\_

NAME OF PRODUCTION: \_\_\_\_\_

- FEATURE FILM       TV: DRAMA       TV: REALITY/VARIETY       TV: SPORT/BROADCAST  
 ADVERTISING       DOCUMENTARY       ONLINE/CORPORATE       POST-PRODUCTION

| ARRIVAL DATE | DAY | MONTH | YEAR | DEPARTURE DATE | DAY | MONTH | YEAR |
|--------------|-----|-------|------|----------------|-----|-------|------|
|              |     |       |      |                |     |       |      |

### NUMBER OF APPLICANTS

ON SCREEN (PERFORMERS) \_\_\_\_\_ OFF SCREEN (CREW, SUPPORT) \_\_\_\_\_

### PAYMENT DETAILS – CREDIT CARD ONLY

|                            |              |            |      |
|----------------------------|--------------|------------|------|
| Card Holder's Name:        |              |            |      |
| Card Type (please circle): | Visa         | MasterCard | Amex |
| Credit Card No:            | Expiry Date: |            |      |
| Card Holder's Signature:   |              |            |      |

By signing and submitting this payment form, I authorise the Media Entertainment & Arts Alliance (MEAA) to charge the total administrative fee to my credit card.

**I WANT TO REGISTER MY CREDIT CARD DETAILS WITH THE MEDIA ENTERTAINMENT & ARTS ALLIANCE (MEAA):**

YES       NO

*(By ticking 'Yes', you authorise MEAA to automatically charge the registered credit card for the administrative fee of this and future consultations.)*

Name & Signature: \_\_\_\_\_ Date:      /      /

PHONE

WEB

PO Box, 723 Strawberry Hills NSW 2012

1300 656 513

MEAA.org

**BUILT ON INTEGRITY, POWERED BY CREATIVITY**

ABN. 84 054 775 598



## 1. APPLICATION DETAILS TO BE INCLUDED IN EMAIL

- Sponsor/Supporter details (including contact name, street address, email, phone number)
- Visa applicant's full name (as on passport) and role (list this in your email or spreadsheet for large groups)
- Cover letter outlining the reason/justification for importing the applicant

## 2. APPLICANT DOCUMENTATION REQUIRED

- Contract/Deal Memo (Australian Minimum weekly pay rates and conditions including meals, per diems etc.)
- Confirmation of return international airfares, accommodation, ground transport etc.
- Confirmation of health insurance coverage, if applicable
- Applicant's resume/CV

## 3. PRODUCTION DOCUMENTATION REQUIRED

- Synopsis of the production
- Schedule/itinerary including venue and city details
- List detailing all Australian on-screen roles, production/technical crew positions, and support staff

## 4. FILM & TELEVISION ACTORS (ONLY APPLIES TO SCRIPTED FEATURE FILMS AND TV DRAMAS)

- Detail of the regulation under which the application is being submitted to the **Foreign Actor Certification Scheme**
- List detailing how many Australian actors will be engaged in Lead, Support, and Cameo/Other roles
- Finance plan detailing total Australian budget, foreign finance, government or state subsidy and/or producers offset
- A copy of the script (strictly confidential)
- Line/scene count for all lead, support, and cameo/other roles in the script
- Detailed letter from Casting Agent/Director (if submitted as Exceptional Case or inability to cast the role in Australia)

*NB: MEAA reserves the right to request further information or require certain obligations about your application, e.g., safety reports, bond lodgment, adherence to animal welfare regulations, child labour laws, Indigenous protocols etc.*

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## ADMINISTRATIVE FEES

Applications for union consultation are subject to an administrative fee, and payment details must be **submitted as part of your application**. Please complete your payment details and submit this form as part of your application. All fees are inclusive of GST:

|   |                        |
|---|------------------------|
| <b>On-screen:</b> Performers/Presenters/Talent/Stunts | \$550.00 per applicant |
| <b>Off-screen:</b> Production/Technical/Crew/Support  | \$302.50 per applicant |