

**RI FILM & TV OFFICE
INSTRUCTIONS FOR IMPLEMENTATION
OF DIVERSITY PROGRAM**

The RI Film & TV Office is committed to a work force including women, minority workers and vendors who represent the diversity of the State. Our goal is to have a 15-20% racial diversity number per production.

In order to achieve this goal, please implement the following:

1. Distribute a memo (please see sample below), the RI Diversity Contacts List, the RI Crew List and the RI Vendor List to all Department Heads. Encourage hiring of new crew and vendors from these lists in order to reach your diversity goals.
2. Request lists from Union Representatives of minority and women members and encourage booking of those members.
3. Please make vendors aware of your commitment to diversity and provide them with a copy of your diversity plan.
4. Track your progress in reaching your diversity goals by using the tracking sheet provided by the RI Department of Economic Development (RI EDC).
5. Seek minority- and female-owned vendors certified with RI's Central Management Program.

SAMPLE MEMO

MEMORANDUM

DATE: << *Date* >>
TO: All Department Heads
CC: Steven Feinberg, RI Film & TV Office
FROM: << *Name* >>
RE: Diversity Plans from RI Film & TV Office

Please be advised that <<*Name of Production Co.*>> is committed to hiring a diverse work force including women, minorities and vendors who represent the diversity of the State of RI.

We are providing all Department Heads with a copy of the RI Diversity Contact List, the RI Crew List and the RI Vendor List. Please make every effort to utilize these lists when making your hiring decisions. The Diversity Contact List provides information on organizations that can refer minorities looking for work and/or internships. The RI Crew List provides contact information for the many qualified individuals who have worked on films in RI. The RI Vendor List provides contact information for local companies that supply goods and services to the RI film community.

Thank you for your cooperation.

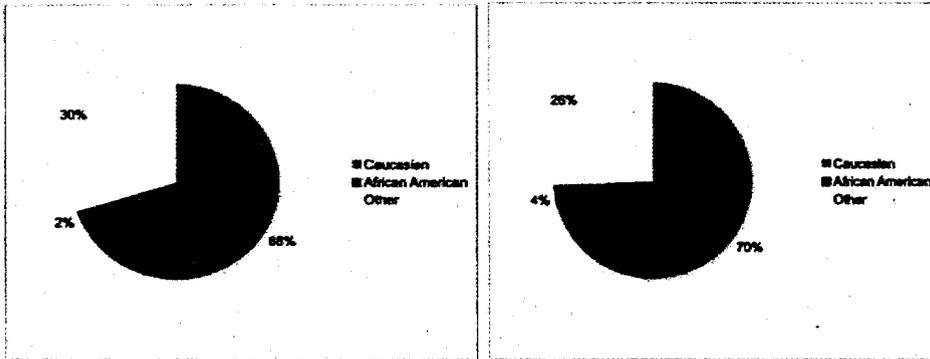
NAME OF PRODUCTION



Name of Production Company
Address
City, State, Zip
Phone Number
Fax Number

"DIVERSITY GOALS TRACKING SHEET"
As of Date

GENDER	DIVERSITY	TOTAL
WOMEN	Caucasian	
	African American	
	Other	
MEN	Caucasian	
	African American	
	Other	



WOMEN

MEN