

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 the memo on page 2, the RI Diversity Contacts List (provided by the State's Diversity Office) and a link to our online RI Production Guide at www.film.ri.gov to all Department Heads. Encourage hiring of new crew and vendors from these resources in order to reach your diversity goals.
2. Request lists of minority and women members from the unions and encourage hiring of those members.
3. Seek minority and women vendors certified by the Rhode Island Minority Business Enterprise (MBECO).
4. Please make vendors aware of your commitment to diversity and provide them with a copy of your diversity plan.
5. Track your progress in reaching your diversity goals by using the tracking sheet provided on Page 3.

SAMPLE MEMO

MEMORANDUM

DATE: <<*Date*>>

TO: All Department Heads

CC: Steven Feinberg, RI Film & TV Office

FROM: <<*Name*>>

RE: Diversity Plans from the RI Film & TV Office

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

We are providing all Department Heads with a copy of the RI Diversity Contacts List and a link to the online RI Production Guide at www.film.ri.gov, Please make every effort to utilize these resources 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 Production guide provides contact information for the many qualified individuals who have worked on films in RI and 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>>

DIVERSITY GOALS TRACKING SHEET
As of <<Date>>

GENDER	DIVERSITY	TOTAL
Women	Caucasian	
	African-American	
	Hispanic	
	Asian	
	Other	
Men	Caucasian	
	African-American	
	Hispanic	
	Asian	
	Other	

<<INSERT PIE CHART>>

<<INSERT PIE CHART>>

Women

Men