



INGOMA is a full service production company bringing visions to life through creative story development and logistics management. We partner with companies all over the world to make the specific global and the global specific.

*Every project has its own specific needs, and we're equipped to handle them all.*

#### **BUDGET**

We work with you to determine an appropriate budget and manage it throughout the production.

#### **CREWING UP**

We pull from our extensive contact list to bring you the best team to your project.

#### **GEAR**

We work with you to determine what gear is needed for the project and source it at a competitive rate.

#### **CASTING\***

We pull from our extensive talent pool, as well as manage casting calls to bring the best talent to your project.

*\*If your film requires a large cast, A-list individuals, or a very specific cast, we may recommend working with a casting agency directly.*

#### **LOCATION MANAGEMENT**

We scout and manage the location(s) for your film, handling the logistics of preparing locations for cast and crew, and negotiating with location owners.

#### **PAPERWORK MANAGEMENT**

We manage all paperwork (deal memos, casting agreements, location agreements) for the film. On set, we take care of all talent release forms.

#### **DAY-OF SCHEDULE**

We work with you to build out the schedule.

#### **CALL SHEETS**

We build out and send call sheets to all crew, cast, and locations by 4:00pm the afternoon before the shoot starts. We use SetHero and send via email and text.

#### **CATERING & CRAFT SERVICES**

We manage procuring crafty and meals for the production.

#### **COVID-19 SAFETY**

We manage COVID-19 safety on set. This includes communication to all crew, cast, and locations in advance with our requirements. When crew and cast arrive on set we provide temperature checking services, as well as a COVID-19 screening questionnaire. We provide disposable masks, hand sanitizer, and wipes, and require all individuals to use these items throughout the day. We set up eating areas with a safe 6ft distance between each chair and oversee that all individuals are maintaining proper social distancing throughout the day.

#### **SUB-CONTRACTOR ONBOARDING & PAYMENT**

INGOMA manages payout for all sub-contractors on the production.