

408 SUPPORTER/SPONSOR RECORDED MEDIA CHECKLIST

Below is a checklist of information and materials generally required from the supporter/sponsor for an applicant's visa application/s. Every application is different, so sometimes particular materials are not required, which we have tried to indicate below. If you are unsure if the materials are required in your circumstances, please let us know. Please collate and send these materials to our office at visas@mccormicks.com.au.

FROM SUPPORTER/SPONSOR (usually)

Supporter/Sponsor Information

- Company Sponsor: Below information, and Sponsor Approval Letter
- Company Supporter: Company Name, ACN/ABN, Address and Contact Person
- Individual Supporter: Copy of Passport, Residential Address, PR Approval (*if relevant*), and countries of citizenship

Letter of Support (*on letterhead and signed*)

- So we can assist, please provide: names and roles of the applicants, arrival and departure dates, itinerary and remuneration information.

Agreement with the Applicant/s (*Including accommodation, ground transport and per diems, strictly confidential*)

Itinerary or Schedule (*May be for production or just the applicant*)

- This should include: approx arrival and departure dates, dates/timeframes, activities (*eg. rehearsals, filming, pre-production*) and the location of those activities, and other travel information (*if not already provided*)

Production Synopsis

Production List

- Australian cast and technical crew/support staff (*eg. contractors and employees*) working on the production
- Overseas cast and technical crew/support staff (*eg. contractors and employees*) working on the production

PROVIDED TO SUPPORTER/SPONSOR FOR SIGNING

Letter of Support (*once you provide the required details above, and the letter is drafted*)

Union Payment Page (*completed and signed – if relevant*)

Credit Card Authority Form (*completed and signed*)

- For union and government fees. You may wish to provide these details over the phone.

Please do not delay in providing the above, as delays in receiving materials and information may lead to additional delays outside of our control.

Once you have provided these materials to us, we will review and let you know if we require further information or materials from you.

If you have any questions, please do not hesitate to contact us.

Thank you for your assistance.