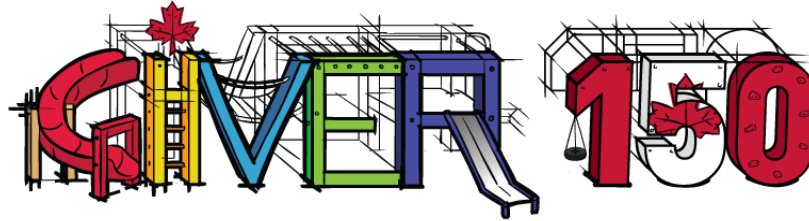


**SINKING SHIP
ENTERTAINMENT** 



“We feel a sense of pride when we pass by the park. The vivid memory is with us as we look at what we accomplished together as a community.” – Nicola and son, Nathanael, age 8, Toronto

Giver IV Community Coordinator Outline

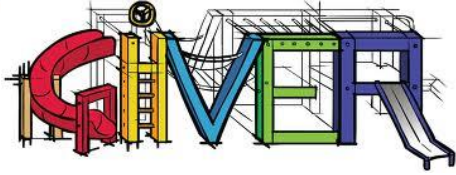
Welcome to Giver! You are essential to our Giver build. Thank you so much for taking this job on! We could not do these amazing builds without the help of all of our dedicated community members.

The Giver Community Coordinator is the direct liaison between the community and our production. They are a core member of our team and given access to our crew and resources to assist them in anyway. Our production relies on the coordinator to facilitate introductions into the community to arrange meals, donations, supplies, and local support. They are then responsible for working with production, tracking and executing the delivery of those donations on the shoot day, eg. Donated lunches, special community guests are park openings, supplies from local grocery stores. Word of mouth and public awareness are also extremely important to our shoots. We will need your help to spread the word about casting, the build dates and park grand openings, where having high attendance is very important.

The community coordinator is an essential part of the Giver build. They are our eyes and ears in the community and work hand in hand with production to coordinate logistics and keep the shoot running as smoothly as possible.

Our coordinator will need to be available for the full 3 days of the build and also two additional days for the pre-construction meeting the day before the build and the casting/open house which will occur in late May. For this giant build, we recommend multiple coordinator (s) to take care of each build and split up the duties. Please note- Giver is here to help with this ambitious task! Our production team is available to help make calls, make lists and organize alongside with you!

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Community Coordinator Duties

WHAT WE NEED:

- Introductions with local businesses who would be interested in providing donations and support during the build.
- Inform the community of production arrival, dates and events.
- Assistance in finding locations for pre-production meetings for scouts, casting etc.
- Other connected and active community members who would be willing to donate their time to the build.

BEFORE BUILD:

- Assist production with introductions to local vendors
- Approaching local vendors to inquire about participation and donations
- Assist the casting team with open house call/volunteer call

ALL DAYS:

- Assist the production team with organizing and executing meal breaks during shoots
- Monitor craft service (ensure there is enough food, and that it is not being taken by people not working on the playground build).
- Help the production team to assemble "special thanks" credits
- Assist Camera team to find unique filming locations in Ottawa

DAY 2

- Remind volunteers and other community outlets/connections to spread the word to attend the grand opening on Day 3

DAY 3

- Assist production manager and coordinator with getting the playground "TV Ready" after the build is finished.
- Assist production manager and coordinator with crowd control for grand opening