



BFN

POLICY & PROCEDURES &  
PROGRAMS  
MANUAL

---

FOR THE PRODUCTION OF BIBLICAL FILMS

# What is Biblical Films? What is Biblical Films?

---

- We at Biblical Films view our production company as a ministry. Each film has a message dealing with life's struggles in today's society. Each one provides encouragement that through prayer and faith we can overcome these struggles. Our plan for all of our projects is to go into our communities and expose them to our films and hopefully garner the opportunity to discuss the messages as well as the process and the merits. In order to do this effectively and grow the company, we do need resources to continue producing the other projects that we have in store. It has taken great faith and perseverance for us to get to this point where we have now completed two full length feature films, one of which is already a festival winner, so we now that the Lord will continue to provide.



# Biblical Principles

“To fulfill the Great Commission: Go into all the world and preach the good news to all creation.”

Mark 16:15

1. Authenticity: We will share our true feelings
2. Mutuality: We will encourage each other
3. Sympathy: We will support each other
4. Mercy: We will forgive each other
5. Honesty: We will speak the truth in love
6. Humility: We will admit our weakness
7. Courtesy: We will respect our differences
8. Confidentiality: We will not gossip
9. Frequency: We will make this group a priority

-Purpose Driven





## Our Vision

We have a vision and we want you to get involved with our vision. The way you can do that is by helping us to get exposure and raise funding for our future projects. Maybe you attend a church where we can come and do a private screening or you know of a community center where they sponsor artistic endeavors. Or maybe you're in a position to be able to donate to *Biblical Films* yourself or set up a fundraiser through any other social organizations you may be a part of. In any event, we ask you to consider how you might help us continue to promote and provide positive messages through film.



## What's Next?

Among the projects that we are developing is a narrative film adapted from the *"Mama & Me"* documentary. This touching story is sure to make a great movie that will entertain and hopefully encourage anyone dealing with a loved one suffering with serious health problems. This is a **CALL TO ACTION**. At some point we have all thought to ourselves, "I wish there was more positive programming coming out of Hollywood". Well here is a company based in Hollywood that is trying to do just that. Two more of our planned films are *"A Lesson from The Birds"* and *"I Feel like going on"*. *"A lesson from the birds"* is a story about 5 friends whose lives are spiraling out of control until they are forced to rely on the message of *Matthew 6*. "Look at the birds of the air; they do not sow or reap or store away in barns, and yet your heavenly Father feeds them. Are you not much more valuable than they?"





# THE FIRST WAVE OF MOVIES PRODUCTIONS.

Film is a mirror of society. In this mirror, society has two images; secular and biblical. At Biblical Films, we hope to be able to provoke dialogue of the two visions and understand the concepts. With our upcoming season of films, we wish to spark a debate of what clearly defines the essence of man. Through our body of work, we will also examine the spiritual being of man.

During this renaissance of film, television and the emergence of reality TV, we aim to be the forefront with programming that will crossover to all three spectrums. To be competitive, we have a young energetic staff with grass root actors, performers and technicians who are hungry for credit development and a name for themselves.

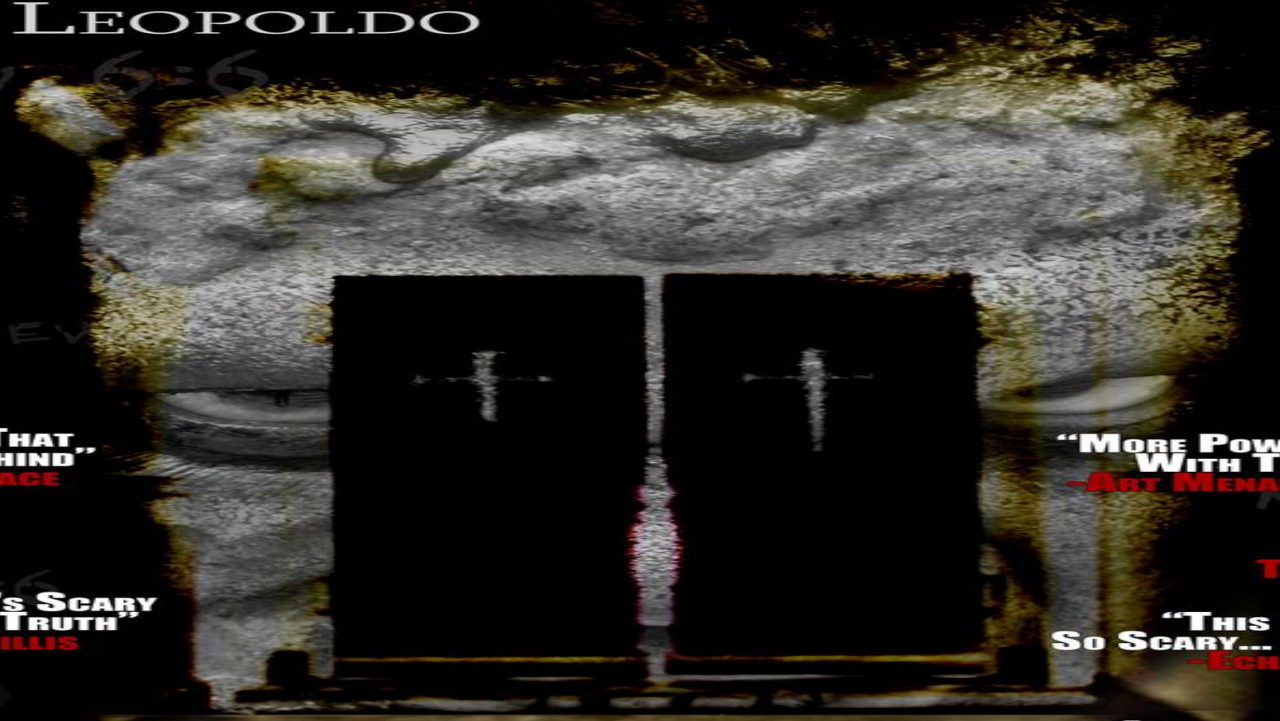
# EXECUTIVE SUMMARY

---

Biblical Films has produced its first film “In The Closet”. Winner for Best Religious Film at the San Diego Black Film Festival. It’s the first of the installments of the “Governor Project” trilogy premiering nationally in the fall of 2009.

**"RELIGIOUS-HORROR. THEY CREATED A NEW GENRE OF FILMMAKING."**

**KIMO LEOPOLDO**



**"...A WINNER..."**  
-MICHAEL DEAN

**"A MAN WITH A VISION THAT EVERYONE SHOULD GET BEHIND"**  
-BISHOP CHARLES WALLACE

**"TOO CREEPY TO WATCH AT TIMES"**  
-VIRGO SERPENT

**"RELIGIOUS-HORROR... IT'S SCARY BECAUSE IT'S BASED ON TRUTH"**  
-VICTOR EDWARD WILLIS

**"DEFINITELY KEPT MY ATTENTION"**  
-ROGER E. MOSLEY

**"MORE POWERFUL THAN THE GODFATHER WITH THE PASSION OF CHRIST"**  
-ART MENALDI, GOODNEWMOVIES.COM

**"A STORY THAT IS A REFLECTION OF SOCIETY"**  
THE SUN, SAN BERNARDINO

**"THIS FILM IS A MUST SEE... SO SCARY... IT WILL CHANGE YOUR LIFE!"**  
-ECHAD PRISON MINISTRY

**Not Playing in your area?**

**Demand it!**



# IN THE CLOSET

BIBLICAL FILMS AND STEWART PRODUCTIONS PRESENTS IN ASSOCIATION WITH THE COLEMAN & SMITH ARTISTIC COMPANY & MAINSTREAM ENT. A LAMONT A. COLEMAN FILM "IN THE CLOSET" KIMO LEOPOLDO LAMONT A. COLEMAN DENVER DOWDRIDGE KATHERYN MELTON ROSEMARIE SMITH-COLEMAN KATHY KRANTZ STEWART PARIS DAVIS DEAN RASHAWN E. VAUGHN KENNETH WOODS ERNIE KING DEVON YOUNG IKE BAKER CARL BROWN MIKE FLOWERS TORRANCE MUHAMMAD & HOWIE BELL MUSIC BY FRANKIE RAZOR LOCKSMITH SHANIE EVANS B. DEVINE MISCELANEOUS MUSIC BY DANIEL SMITH COLEMAN COSTUME DESIGNER HAROLD HARPER EDITOR DANIEL SMITH COLEMAN EXECUTIVE PRODUCERS LAMONT A. COLEMAN & DENVER DOWDRIDGE PRODUCED BY RON LEVY MIRA ALBINDER & DANIEL SMITH COLEMAN PRODUCED BY COLIN STEWART KATHY KRANTZ STEWART LAMONT A. COLEMAN & ROSEMARIE SMITH-COLEMAN EXECUTIVE PRODUCERS CES HARDY LAYLA SOWELL & DANIEL SMITH COLEMAN WRITTEN BY LAMONT A. COLEMAN & DENVER DOWDRIDGE DIRECTED BY LAMONT A. COLEMAN WWW.TAKEWINGSANDFLY.COM IN THE CLOSET COPYRIGHT 2008

DISTRIBUTED BY GOOD NEW MOVIES



LIMITED RELEASE  
WWW.INTHECLOSETMOVIE.COM



Also, at this time **BIBLICAL FILMS** is seeking out studios interested in executive producing the second story of the trilogy; "Governor" which has a lot to offer today's Christian and Secular markets. With a balance of thought provoking issues and intense action, "Governor" also attempts to reach out to the Latino and African American movie going community calling for more representation and higher quality in T.V. and film.

BIBLICAL FILMS PRESENTS

A MAN TRAVELS ACROSS COUNTRY  
TO SEARCH FOR HIS FAMILY'S HISTORY,  
BUT DISCOVERS HIS MOTHER'S ILLNESS.

DIRECTED BY LAMONT A. COLEMAN  
CINEMATOGRAPHY BY DANIEL SMITH COLEMAN

# Mama & Me.


A TRUE STORY OF DEMENTIA.



SUBMITTING TO FESTIVALS FOR YOUR CONSIDERATION.

[WWW.BIBLICALFILMS.ORG](http://WWW.BIBLICALFILMS.ORG) - [WWW.COLSAC.ORG](http://WWW.COLSAC.ORG)





Memory by memory the mom I knew is leaving me. It is truly the longest of goodbyes. Memories define what our life was and is to others. It's the treasure that we pass on to our children that becomes the legacy of who we were. As those memories fade, I create new ones. Though she may not be able to recall all of our past experiences, she is present for our current ones and that is a joy within itself. Every day is a new memory that replaces a past one and my mother remains whole. As we take this last journey together, it is and always will be...

# Mama & Me.

For more information, please call  
310-601-7770 or visit [www.biblicalfilms.org](http://www.biblicalfilms.org).



# IN DA CUT



IT'S NOT PERSONAL, IT'S *SHOW* BUSINESS.



FROM THE AWARD WINNING PRODUCERS OF "IN THE CLOSET"  
AND "MAMA & ME" COMES A ROMANTIC COMEDY ABOUT  
A COMING OF AGE IN HOLLYWOOD.

**BIBLICAL**  
**FILMS**

SAG-AFTRA  
ONE UNION

## COMING SOON!

A LAMONT A. COLEMAN FILM.



# IN DA CUT SYNOPSIS

Michael is a talented writer and recent film school Grad with a Plan. He has come back home to L.A. in pursuit of the good life, which he sees as a big studio executive job, a fancy car, and a Hollywood girlfriend. He is also re-united with all of his childhood friends who never quite made it out of the hood and have all taken jobs in his family's Christian based film production company. Excited about his return, his family entreats him to come and work with their indie company. Michael, however doesn't have any intention of joining his family until he finds out that they have recently signed international superstar Sky Joy to star in their next film that was penned by Michael himself. With blinding stars in his eyes he's about to find out that the Hollywood dream may not be all it's cracked up to be and maybe he has taken his family and his faith for granted.

During hard times, we all can take...

# A Lesson From the Birds.

Written by Christopher Shawn and directed by Lamont A. Coleman.



Coming 2012

# About A Lesson for the Birds

“A Lesson from the Birds” is a film about friendship, relationships and the one true relationship that matters the most which is the one with Our Lord and savior Jesus Christ. We are on a journey with 4 friends who have different problems with one solution...Matthew 26...take a lesson from the birds.

# I Feel Like Going On!

Everyone is going to die.  
Are you prepared to be judged?



**Written by Marily Bell Harrington**  
**Directed by Lamont A. Coleman**  
**Musical Director: Lamont Gridiron**  
**Choreographer: Stephanie Armstrong**



Coming Fall 2012

# About I Feel Like Going On

An ailing Ed has been wandering the earth trying to find the perfect resting place where he feels his soul can be at peace. His daughter Bell has been with him the whole time. He knows that death is at his doorstep and could come at any moment now. He comes upon a small town and eventually his spirit is led to the steps of a small, old school church. He immediately feels the ground is special and knows this is where he wants to die and be buried, however not everyone will be so welcoming.



## MANAGEMENT

# LAMONT A. COLEMAN



- CEO, Director/Producer, Lamont A. Coleman founder of Biblical Films holds stern to the truth of the Bible and strides to save souls, for his Father in Heaven, by directing films that lead His people toward the right direction.
- Lamont A. Coleman is a consummate actor, director and producer. "Everybody comes to Hollywood with their dream of how they will make it. But nothing turns out the way we dream it. We as actors and artists must have an understanding that even if the dream is not the way we dream it, we still have to believe it is still going to come true! Maybe not the way we dreamed it, but it will still come true. A lot of people said COLSAC wouldn't make it... No one can dream my dream for me. To all those people who are still looking for a dream or developing a dream, we're still here, dreaming, making our dreams bigger, colorful and real".

# Denver Dowridge

Vice President/Producer of Production & Casting

*Producer: Denver Dowridge*

Denver Dowridge co-produced, co-wrote & starred in festival-winning Indie-horror film 'IN THE CLOSET'. The film garnered a "Best Religious Film" award at the San Diego Black Film Festival in 2009 and is making its rounds in limited theatrical release. He has also recently co-produced the documentary "Mama & Me" with Biblical films and looks forward to starting principal photography on several upcoming projects with the company. Dowridge is from Brooklyn and you've probably seen him in one of his 50 commercials, from IBM campaigns to the legendary Miller-Lite "Lottery Loser" spot where he breaks up with his fiancé just before finding out she's won the lottery.

<http://www.imdb.com/name/nm0236224/>





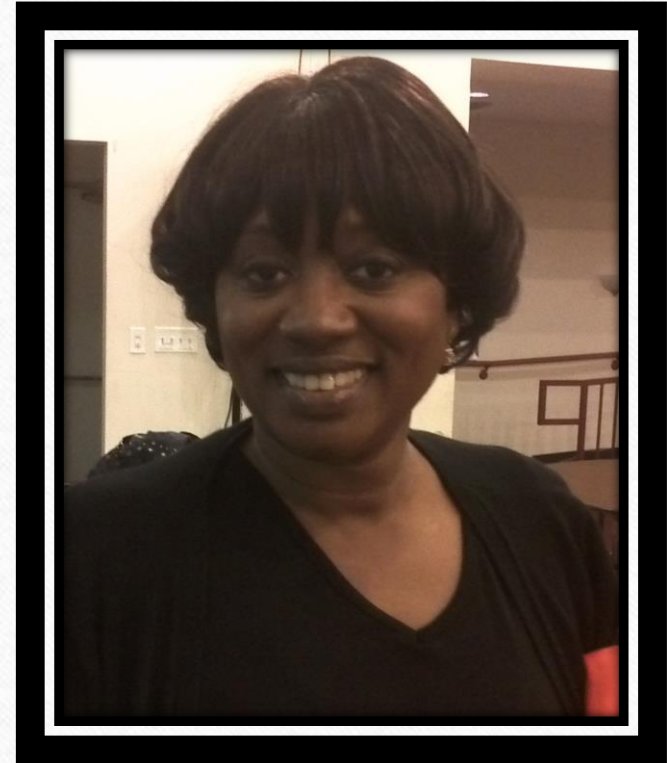
# Rosemarie Smith - Coleman

Treasurer

*Producer: Rosemarie Smith-Coleman*

Rosemarie Smith-Coleman is a graduate from Howard University and has grown to love directing. Although acting is her first love, Smith-Coleman considers directing an opportunity to share her love, talents, and gifts. She believes that in order to live your life to the fullest, you must give of yourself and that giving of yourself selflessly is giving THE GIFT. You must not go through life not doing what you are meant to do, or just living to get by just because. If you are not sharing your gifts the world lacks. Your world can only grow and get strong if you are living your life 150% strong, so shame on you, if the world is weak. Give THE GIFT.

<http://www.imdb.com/name/nm1597415/>



# Christopher Smith

Corporate Secretary/Unit Production Manager

*Producer: Christopher-Shawn*

Christopher-Shawn educated himself and perfected his craft as a Theater Arts major at the Dougherty School of the Arts in Austin, TX. He also attended the Austin Community College majoring in Television Production. While in New York Christopher-Shawn studied acting at the Kathy Kennedy Acting School of the Arts. He enrolled at Long Beach Community College, Long Beach, California. majoring in Television. He also received a certificate of completion from Columbia School of Broadcasting in Television and Radio Broadcasting at NBC studios Universal City, CA.

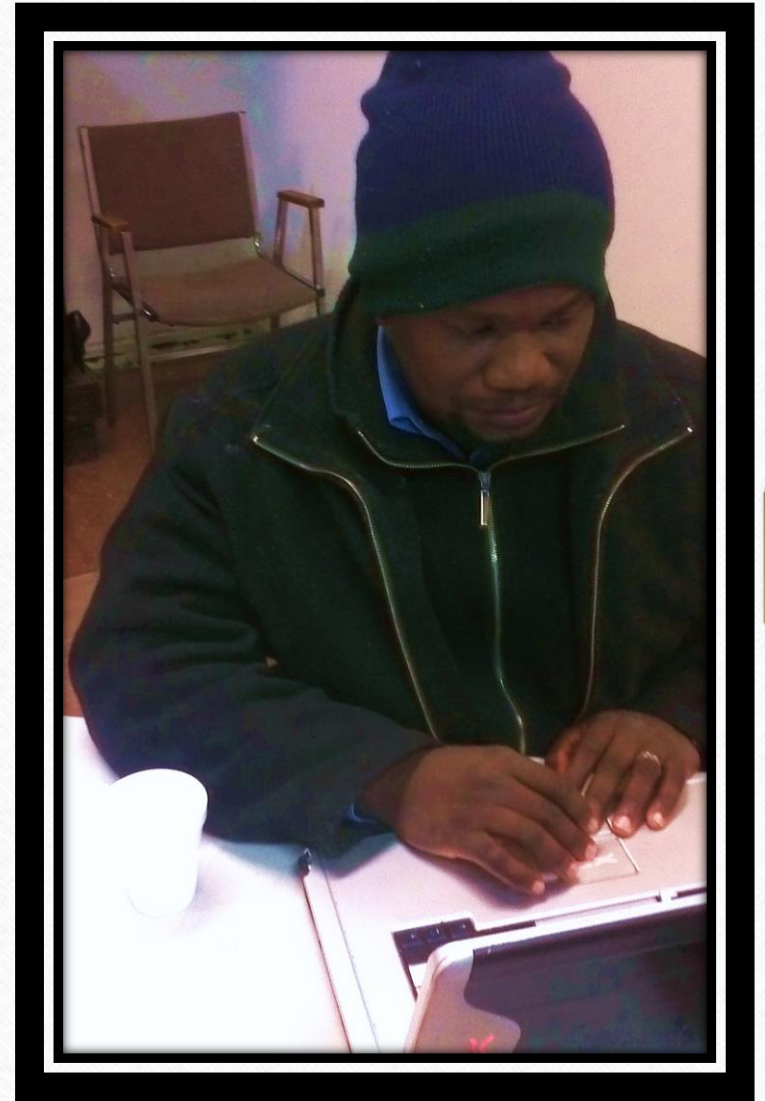
<http://www.asmithside.com/Bio.html>



## Adekunle Ilori

Executive Producer of Production/Producer of Fundraising & Festivals

Born in Brookline city in the United States, but raised in Nigeria, Adekunle enjoyed practicing acting growing up. In 1987, Adekunle came back to the United States and as a beginner actor. Two years later he was casted in his first feature film, “Amistad.” In 2012, Adekunle has discovered his fascination behind the camera and continues in the that direction today.



# Home Office

---



# Isaiah White

ADMINISTRATION of OFFICE & DOMESTIC AFFAIRS/ Second AD



- ▶ Isaiah White is Biblical Films administrator of office and domestic affairs. Mr. White is responsible for correspondence and distribution of all mail and paper work supplied in office. He also deals with concerns, laws, networks, and administrative decisions which are directly related to all issues of Biblical Films and the support of Lamont A. Colman and management team .

# ADMINISTRATION of OFFICE & DOMESTIC AFFAIRS

## OFFICE

- MONDAYS – FRIDAYS

10:00am – 7:00pm

- CHECK VOICE MAIL
- CHECK EMAILS
- ❖ NOTE/PRINT OUT IMPORTANT MESSAGES AND DOCUMENTS

## MEETINGS

- MONDAYS – SATURDAYS

- PREP BIBLE STUDY

8:00am – 9:00am

- TUESDAY
  - WEEKLY CONFERENCE CALL
- WEDNESDAY
  - PREP PARTNER MEETINGS
- FRIDAY
  - ❖ PREP PRODUCTION PICK UP MEETINGS

## BREAKDOWNS

- TUESDAYS & THURSDAYS

10:00am – 7:00pm

# FIRST ASSISTANT DIRECTOR

## OFFICE

- **MONDAYS – FRIDAYS**  
10:00am -7:00pm
- **MONDAY**
  - **CONFIRM CREW AVAILABILITY**
- **TUESDAY**
  - **SCHEDULE NEEDED APPOINTMENTS FOR CREW/CONFIRM EQUIPMENT**
- **WEDSDAY**
  - **CONFIRM LOCATION/CALL TIMES**
- **THURSDAY**
  - **INVENTORY/CHECKLIST**
- **FRIDAY**
  - **PICK UPS**
- ❖ **PRODUCTION VEHICLE & EQUIPMENT SHOULD BE PREPARED**

## EQUIPMENT

- ❑ **THURSDAY MAKE SURE ALL EQUIPMENT IS LABELED AND LISTED**
- ❑ **PLACE ALL EQUIPMENT IN ONE SET AREA**
- ❑ **NOBODY USES EQUIPMENT UNLESS SIGNED OFF PAPER**
- ❑ **ANYONE WHO USES EQUIPMENT IS RESPONSIBLE TO RETURN IT – NO ONE ELSE**
- ❑ **MAKE SURE ALL EQUIPMENT IS RETURNED AND CHECKED OFF LIST BEFORE YOU GO**

## ON SET RESPONSIBILITIES

- ✓ **CONFIRM CREW AVAILABILITY REFLECT DIRECTOR**
- ✓ **MAKE SURE ALL ACTORS AND CREW NEEDED ARE ON SET**
- ✓ **COMPREHEND EXTRAS AND CREW'S DIRECTION IN PRODUCTION**
- ✓ **KEEP A CLOSE EYE OUT FOR ANYTHING THAT NEEDS TO BE STRIKED OUT OF A FRAME BEFORE SHOT**
- ✓ **OBSERVE! OBSERVE! OBSERVE!**

# Divisions





# Scripts & Acquisition Division





Asya Morgan

Script Supervisor/Church Tour Coordinator of Los Angeles County



## Submissions

Biblical Films will be accepting film script submissions throughout the year. We are interested in comedies and dramas which incorporate spiritual principles and biblical values into culturally relatable and entertaining stories. Submissions can be sent to Biblical Films, 1315 N. Tustin st. ste. I-316, Orange Ca 92867. January through March is when we review and choose scripts that we will put through the reading process. These are scripts that the company is considering for producing. Once the company has decided on producing a particular project it is put in the production timeline. The table reading process includes 3 table reads per script.

-1<sup>st</sup> reading is primarily for the purpose of hearing the script out loud and getting critiques, ideas, concerns and fine tuning.

2<sup>nd</sup> reading is primarily for the purpose of bringing in actors who we have in mind for the roles to solidify cast and this also allows us to get ideas to further fine tune dialogue

.3<sup>rd</sup> reading doubles as a table rehearsal/gelling time for the locked in cast as well as a time for the director to do a paper tech in preparation with crew, for the film shoot which would be scheduled within the (2) weeks of this reading.

# Tory Denise Russell

Church Tour/ Coordinator  
of INLAND EMPIRE

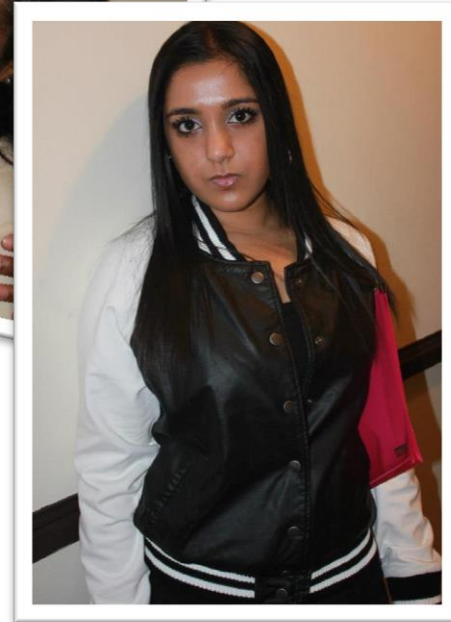
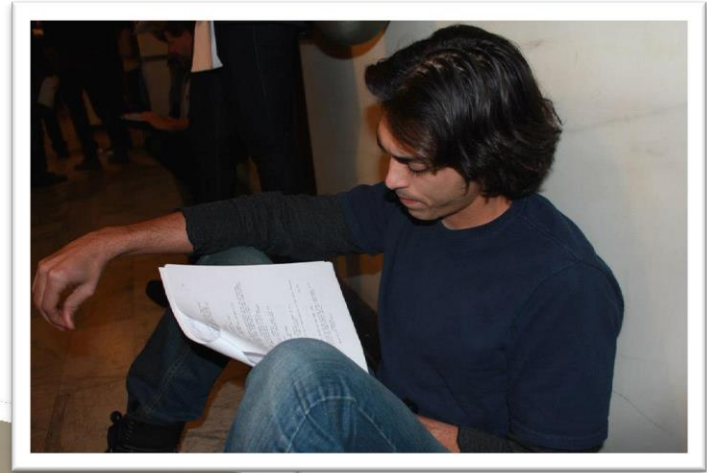
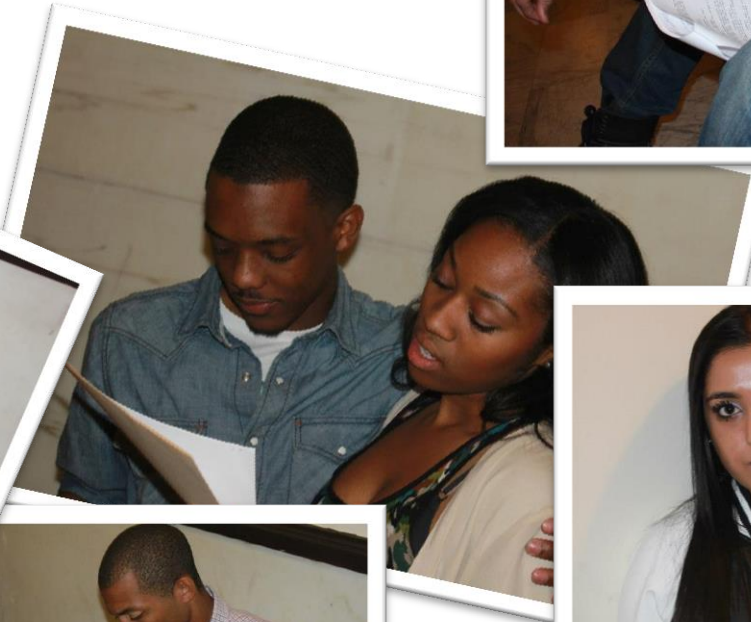




# Church Screenings/Tours

- The media director will be responsible for identifying and contacting churches, submitting our package and following up, booking dates and organizing the event calendar and hosting the event. The media director, the publicist and two hosts will host private screenings of the film with the ministers, their families, deacons, and church auxiliary heads. The purpose of this is to have the heads of each respective church to endorse the film, and then promote it within their congregations. Exciting the church crowd will secure a good number of Christian viewers and supporters.

# Casting division



# CASTING

- ▶ The casting process for up-coming projects will take place primarily in the early part of the year during the table reading process. After reading the script the company will identify actors that we already have relationships with and offer roles to them. After securing the recognizable faces for the film, we will round out the cast with auditions through breakdown services and other usual resources. Once the cast has been solidified, we will then have rehearsal sessions with available actors to streamline the process of filming. If you would like to submit yourself for consideration for one of our projects as an actor or to work in the casting department, mail your headshot and/or resume to Biblical Films at 1315 N. Tustin, ste. I-316, Orange CA 92867.

- ▶ Table Read-
- ▶ Once the company has decided on producing a particular project it is put in the production timeline and then placed in the table reading process.
- ▶ -1<sup>st</sup> reading is primarily for the purpose of hearing the script out loud and getting critiques, ideas, concerns and fine tuning.
- ▶ 2<sup>nd</sup> reading is primarily for the purpose of bringing in actors who we have in mind for the roles to solidify cast and this also allows us to get ideas to further fine tune dialogue
- ▶ .3<sup>rd</sup> reading doubles as a table rehearsal/gelling time for the locked in cast as well as a time for the director to do a paper tech in preparation with crew, for the film shoot which would be scheduled within the (2) weeks of this reading.
  
- ▶ Casting



# SUBMISSIONS/CASTING

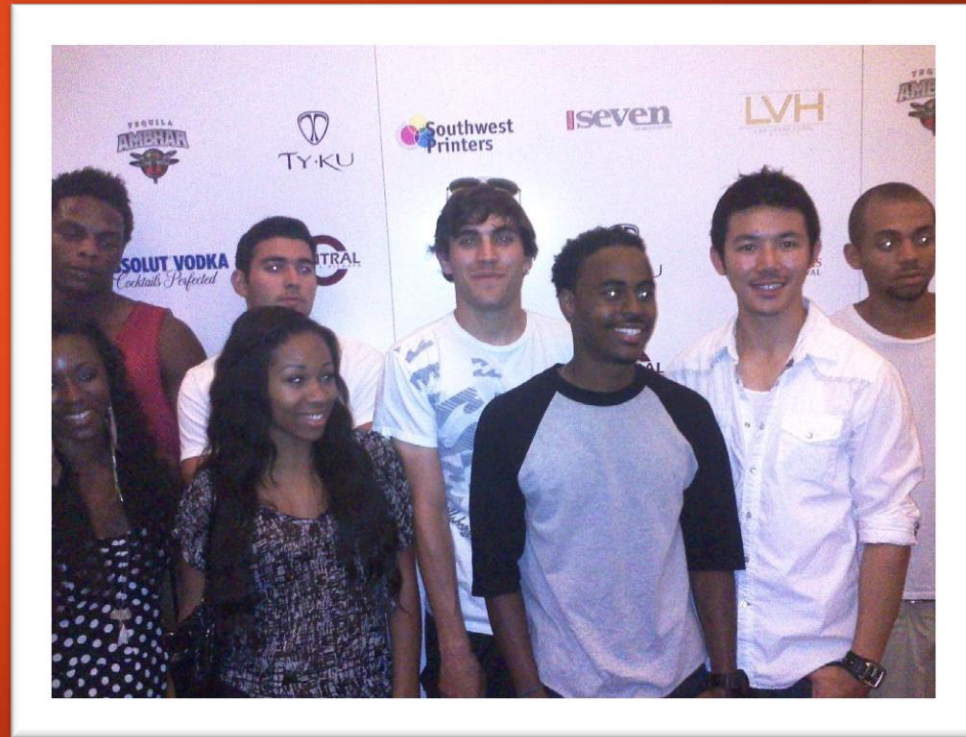


# Pre-Production



# Pre Production

- ▶ In the months of January through June, the different departments will be prepping for the upcoming shoot which will be in June. Department heads in Art/Set design, product placement, wardrobe and costuming, script department, casting, etc. will be organizing, preparing, and identifying what they need for the shoot and related costs.



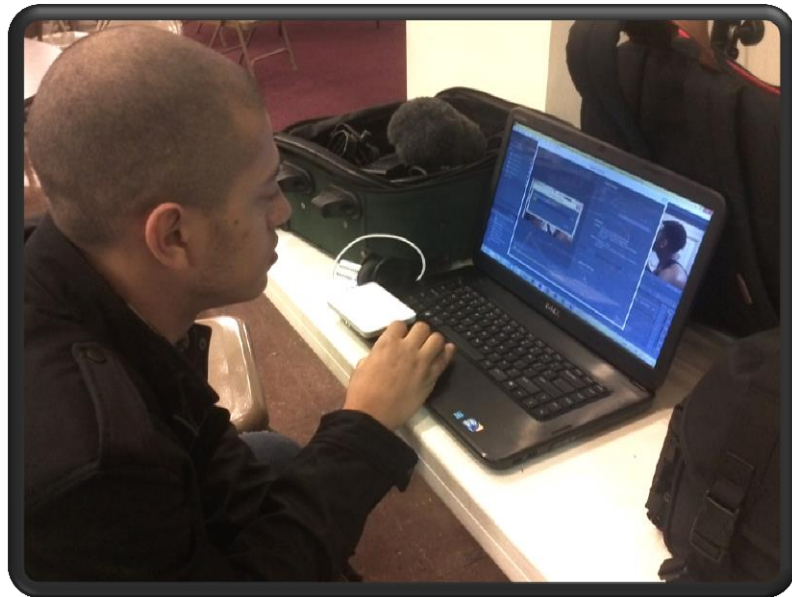
# Shoot Prep

- Production Coordinating/Prep for weekend shoot-

During the week, into Friday, departments will be prepping for the shoot on the weekend. Lighting crew should be acquiring any lighting kits or materials they will need, wardrobe should be acquiring any pieces of wardrobe that actors may need, craft service/catering should be preparing for the number of cast and crew expected, etc. and then checking in with the Unit Production Manager.



# Post Production



# POST PRODUCTIONS TASKS

- ▶ Break Down Footage
  - ▶ Video Editing
  - ▶ Editing Soundtrack
  - ▶ Sound Effects
  - ▶ Adding Visual Special Effects
- ▶ Biblical Films has and maintains it's own editing bays using Adobe Premiere.

# Editing

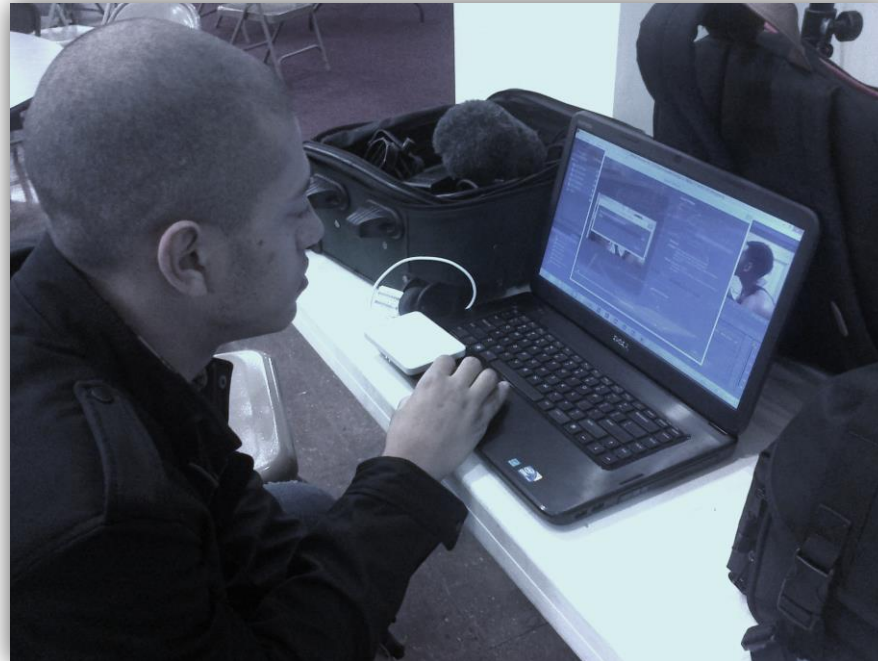
- Promotional Editing

Promotional Editing happens all year round and includes trailers, promotional shorts, sizzle reels, etc.

- Production editing

This is editing of the actual film project.

If you are and editor interested in working with us or you have and interest in learning how to edit, contact us at [biblicalfilms@yahoo.com](mailto:biblicalfilms@yahoo.com).



# Festivals & Distribution Division



Our film projects are submitted to Festivals for the upcoming year starting in September through December for festival participation starting in January of the following year and going through June of that year. Festival participation is used not only to garner awards and possible distribution but also to get publicity started across different cities. When one of our films has been chosen to be in a particular festival, it gives us the opportunity to promote that film and capitalize on the festivals media presence.





# LAS VEGAS FILM FESTIVAL



# STAFF

---



# Department of Cinematography



***Equipment*** (*Biblical Films*)

Committee: Department head,

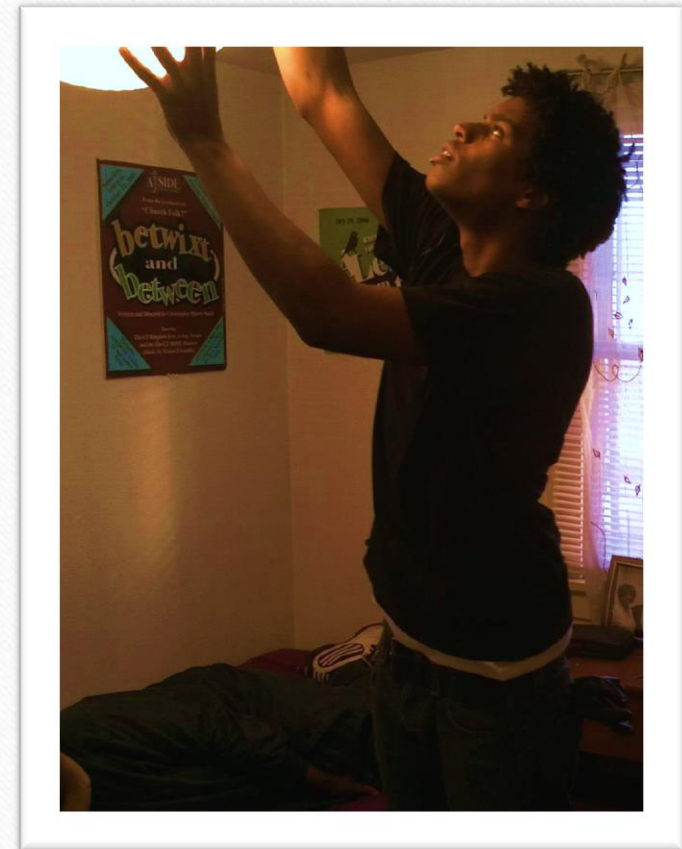
Investments, lights, cameras, *DVD* duplicator, new computer for editing bay.

We have bought One new camera the rebel *T2i* for \$799.00. With also bought a *50mm* lens for \$400. We will be buying one more camera so we will have two cameras to rotate. For the second camera, we are looking at the *Canon EOS 5D Mark II* for \$2500.00 and wide lens for \$1200.00. We are also purchasing three florescent lighting kits for \$1500. Also a tracking system for \$200. We also bought *Adobe Production Premium Suite CS5.5* for the other editing bay with a two terabyte hard drive which totaled \$780.

With this we are ready to shoot the first 5 projects on our production timetable. With little to no cost.

# Lighting Department

Ross Williams



# Lighting Team

---

- The duties of the Lighting department is to let the UPM know what lighting kit is required for the overall shoot and what lighting is already secured. They will also be responsible for maintaining the lights and lighting equipment and keeping track of the equipment. During production the lighting department manager will be responsible for identifying at least one week in advance of shooting at a particular location, what specific lighting equipment may be necessary for that location. The lighting manager should also be looking to lower costs by shopping for the best deals for any lighting equipment that is needed or seeking to secure equipment at no to low costs.

# Press & Publicity

Antaniya Leggette



*Our timeline –*

### ***August***

We would like the publicist along with the media staff all on board and on the same page. The publicist will be working on magazines and news publications about the actors, the movie and behind the scenes. The news publications will range from *ESPN* to *The Jet*. Setting up interviews, starting *PSAs*, and sending out *PRs* will need at least 3 months' notice prior to the event. We need a publicist who has a relationship with these magazines and news outlets. We will also need to start the church campaign as well as the canvassing of the college campuses and the urban areas.

### ***September***

We should be full steam ahead with the teasers, web trailers, web promotions, email blasts and the website campaigns. We also need to begin holding informational socials in this month.

### ***October***

Trailers in theaters, radio campaigns, billboards should be up, and newspapers. We will also be guest starring on local morning radio shows. *October 10* is the premiere party.



### ***PRs & PSA***

COLSAC has been working in Hollywood for a long time, we have held a lot of events, screenings and Award Ceremonies through our theater company. We will host events for the film to build interest and word of mouth amongst a lot of well-known Hollywood players. A few events we already have in mind are; autograph signing, meet the cast of "In the Closet", premiere party, private Screening, discounted college screening and a possible Q & A. We would like to set up 3 interview sessions and a reality skit of Kimo at home. All other events following should be handled through the non-profit and the publicist we hire.

### ***Neighborhood Canvassing***

2 biggest cities in 58 counties (116 cities). The media director and the canvassers will go to the two biggest cities in each county with a participating theater and post posters around the college campuses, movie theaters and malls for duration of 3 months. The canvassers will insure that a large volume of people will see our posters and promotional pictures on a daily basis to create more hype for the film.

### ***Church Screenings***

The media director, the publicist and the two hosts will host private screenings of the film with the ministers, their families, deacons, and church auxiliary heads. The purpose of this is to have the heads of each respective church to endorse the film, and then promote it within their congregations. Exciting the church crowd will secure a good number of Christian viewers and supporters.

## PUBLICITY AND PROMOTION. (Biblical Films,)

Chair: \_\_\_\_\_, Co-Chair Adekunle Ilori

The following marketing and promotional activities are built into the Company's overall capitalization strategy. The Company has also allocated funds for the purpose of establishing a film festival profile.

1. Engagement of a Unit Stills Photographer to document the picture during production.
2. Engagement of a Producer's Representative to handle the selling of the picture on completion.
3. "Industry" screenings in Los Angeles and New York where the vast majority of acquisition executives and distributors reside and congregate.
4. Creation of an EPK (Electronic Press Kit) - a DVD that contains stills from the production, interviews with the actors and director, bios of the director and cast, the synopsis, the poster, key art and trailer.
5. Application fees for film festivals.
6. Festival attendance by the cast, director and producers.
7. Ongoing Parade participation in January, February and June. These include the MLK, Black History month and Juneteenth parades. We will have our films and related merchandise for sale at these parades as well so they double as promotions and fundraising.

# FILM PROMOTION/WEB MASTER CHAIR:

---

The web campaign will be the most important, which is why it is crucial to hire a web master. The duties of the web master will be updating websites, designing pages, newsletters, uploading videos, trailers, interviews, maintaining, updating information and redesigning the current websites to look more appealing. Using current artwork from posters from media packets to put on the sites to promote the film. The websites will provide an information platform for our targeted audiences to log on and get videos, trailers, synopsis, cast list and release schedule. This information is very important to have available for everyone. The websites include, [www.colsac.org](http://www.colsac.org), [www.biblicalfilms.org](http://www.biblicalfilms.org)”, [www.intheclosetmovie.com](http://www.intheclosetmovie.com) and the official IMDB page.



# INTERN PROGRAM

# Intern program

- Biblical Films has an intern program for people who have never worked with the company before and are at an entry level or want to learn about the business from a hands on perspective. Interns do not get paid but will receive meals and gas stipends. After interning for one show, you are welcome to apply to become an paid employee. College students are eligible for college credit and interns can receive an IMDB credit.

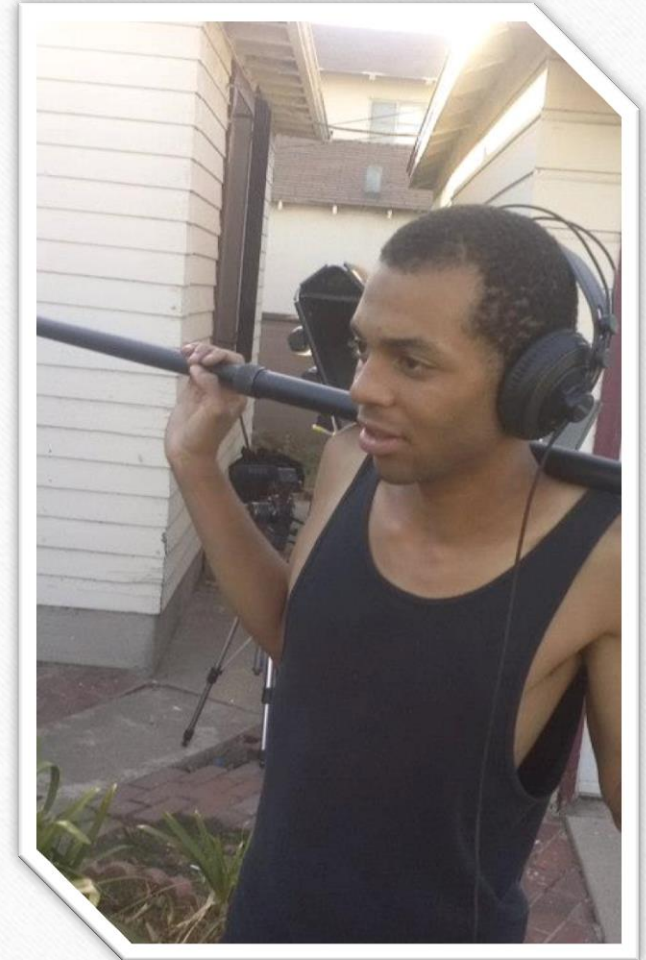


# Jarrel Patterson

Head Grip/Sound



Cordero Banks  
Sound Department/Intern



## Sound Department duties

---

- The duties of the sound dept. manager is to make sure that the company has the needed sound equipment for capturing production sound. This includes boom mics, mixer, etc. Manager should also maintain and operate sound equipment. It is important that the sound person make sure that production sound is synced up with video before leaving set on any given production day. The sound person should coordinate with the UPM for any necessary equipment.



# Operations



# Meetings

- Committee meetings-

Scheduled as needed for different committees working on various projects, i.e. church tours, promotional parades, publicity, etc.

- Staff/Production meetings-

Staff meetings are generally held on Tuesday nights during Pre-production and production and are done primarily through teleconferencing. In person staff meetings are scheduled as needed.

- Teleconference Number-

The number for teleconference meetings is [559-726-1000](tel:559-726-1000) and the access code is [346534](tel:346534)

