

**UNITED STATES MARINE CORPS**  
MARINE CORPS ENTERTAINMENT MEDIA LIAISON OFFICE  
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**OFFICIAL REQUEST FOR DOD PRODUCTION ASSISTANCE**

*In order to evaluate your request for Marine Corps assistance, please provide the following information:*

**1. PRODUCTION INFO:**

Project title/Working title:

Date of request (Today's date):

**2. PRODUCER/ PRODUCTION POINT OF CONTACT (POC):**

Name/Company:

Address (City, State, Zip code, Country):

Email:

Phone Number:

**3. WHAT IS THE DISTRIBUTION PLAN FOR THE PRODUCTION? (Specify the name of distributor/network):**

**4. IS THE PRODUCTION FULLY FUNDED?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**5. HAS A BUDGET BEEN APPROVED?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**6. WILL THE PRODUCTION BE USED IN CONJUNCTION WITH PRODUCT OR BRAND PROMOTION?** \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, please explain.)

**7. PROVIDE A BRIEF NARRATIVE/SYNOPSIS OF THE PROJECT.**

**8. WHAT MARINE CORPS ASSISTANCE/SUPPORT IS REQUESTED? (Please describe how this will be incorporated into the project.):**

**9. HAVE YOU REQUESTED OR DO YOU PLAN TO REQUEST SUPPORT FROM OTHER DoD BRANCHES? \_\_\_\_\_ Yes \_\_\_\_\_ No**

**10. IS THE PRODUCTION COMPANY PREPARED TO PARTICIPATE IN AT LEAST 3 PLANNING CONFERENCES? \_\_\_\_\_ Yes \_\_\_\_\_ No**

**11. REQUESTED PRODUCTION START DATE AND ESTIMATED DAYS FOR FILMING-*Please allow a minimum of fourteen (14) days to process after this document (PARF) is approved:***

**12. PLEASE PROVIDE AT LEAST ONE ADDITIONAL TIME FRAME FOR FILMING.**

**13. WHAT IS THE ANTICIPATED CREW SIZE/FOOTPRINT FOR FILMING?**

**14. A TREATMENT/SCRIPT/OUTLINE MUST BE ATTACHED TO THIS REQUEST FOR SUPPORT CONSIDERATION.**

**15. WEBSITE LINKS (Please provide a link to your production company):**

**16. NOTES (any additional information to support your request):**

*Upon receipt of the above information, we will evaluate your request and respond with our decision. This document and other records relating to DoD assistance may be subject to disclosure pursuant to the Freedom of Information Act, 5 U.S.C. § 552*