

## Steps to Acquire C.R.E.E.D. Interns

### 1. Submit Application

- Complete [C.R.E.E.D. Production Partner Application](#)
- Specify:
  - Intern roles needed (hair/makeup, PA, wardrobe, etc.)
  - Production dates + location
  - Budget tier (50K↓,50K↓,50K-100K,100K,100K↑)

### 2. Interview & Approval

- Program admin reviews within **24hrs**
- Schedule call to confirm:
  - Insurance coverage
  - On-set supervision plan

### 3. Sign Contracts & Pay Deposit

- Execute **Intern Placement Agreement**
- Submit **50% deposit** (non-refundable)
- Provide COI (Certificate of Insurance)

### 4. Intern Matching (3-5 Days)

- Admin assigns pre-vetted interns based on:
  - Skills match
  - Location/production needs
- Receive intern resumes + availability

### 5. Finalize & Onboard

- Interns sign **Program Participation Contract**
- Production signs **Intern Supervision Agreement**
- C.R.E.E.D. provides:
  - Orientation packet
  - Evaluation forms

## 6. Internship Begins

- Distribute call sheets  $\geq 12$ hrs in advance
  - Assign mentor on your team
  - Submit evaluations within 5 days of wrap
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### Key Notes:

- **Timeline:** 3-5 business days (expedited options available)
- **No Direct Hiring:** All employment inquiries go through C.R.E.E.D.
- **Required Before Start:** Signed contracts + deposit + insurance