CHECKLIST OF REQUIRED INFORMATION FOR TELEVISION SUBMISSIONS

1. Full contact information for the following (names, phone numbers, email addresses, street addresses):
   - Submitter
   - Distributor (if applicable)
   - Awards contact (if applicable)
   - Contact if the film is nominated

2. Representatives’ (agents, managers and/or publicists) contact information for the following (names, phone numbers, email addresses):
   - Director(s)
   - Writer(s)
   - Best Lead Actor(s) and Actress(es)

3. Film Information:
   - Film Title
   - Running Time in Minutes Per Episode
   - Number of Episodes in the Season
   - Series Premiere Date
   - Network or Platform where series aired
   - Copyright Owner
   - Country(ies) film was shot
   - Country(ies) film is set
   - Series Synopsis (100 words or less)

4. Diversity, Equity & Inclusion Information
   *Underrepresented groups include Women, LGBTQ+, BIPOC, People with disabilities
   - Does the submitted film showcase diversity in its themes/narratives? Through lead actor roles or lead supporting roles? Was some of the hired film crew from underrepresented backgrounds?
   - Please provide the percentage of lead and supporting cast members from underrepresented backgrounds
   - Please provide the percentage of above-the-line crew & heads of department from underrepresented backgrounds
   - Please provide the percentage of below-the-line crew from underrepresented backgrounds
   - Please describe how diversity plays/played a role in the film’s marketing, festival strategy, audience engagement and distribution
   - Please describe any efforts made to increase representation of underrepresented groups on this film
   - Did the filmmakers participate in any labs or mentorship programs, promoting diversity in the industry, in relation to this film?
   - Did the filmmakers work with any organization to provide paid internships or job placement opportunities on this film?
5. Film Independent Membership information (if applicable and using for submission fee discounts):
   ○ Member’s name
   ○ Membership number

   Once your series has been successfully submitted to the Spirit Awards, our team will email you instructions on how to upload your submission support materials such as your TV episode, photos, and full list of credits.