

# **\*\*SAMPLE Scope of Work\*\***

To: Whitney Hall  
MLK Federal Building  
77 Forsyth St. SW  
Atlanta, GA 30303

Dear Whitney,

On behalf of CatMatt Studios we would like to thank you for considering our proposal to film the movie "Testing" at the MLK Federal Building property. Currently, we are requesting to film for three days on the exterior stairs of the building. This is likely to be fewer days, but until I have the full understanding of our filming needs, I would like the option of filming on multiple days. Following is the anticipated scope of work.

Areas of Access: Exterior steps and inside the front doors for extras.

**Prep (setup):** Tuesday, January 18, 2028, 7am – 7pm

**Film:** Wednesday & Thursday, January 19 & 20, 2028 6am – 7pm

**Wrap:** Friday, January 21, 2028 7am – 7pm

**Scene description (as much detail as possible):**

- Multiple scenes of actors walking on the stairs in conversation and giving interviews to reporters.
- 4 Actors walking out of the building, get in a car at the curb and drive away.

**General Information (as much detail as possible):**

- Approximately 180 crew members outside the building.
- 8 main actors
- Approximately 250 extras able to walk in and out of the front doors.
- Generator and portable restroom placement along the north side of the building.
- Power cables run across the property.
- Filming equipment and carts on property.
- Art Department would cover the sign above the main door.
- Greens would add potted shrubs and plants to the front façade.
- A site representative to be on site to allow extras to walk in and out of the front doors.
- Production security would be on site to 24/7 from the commencement of prep through the end of wrap.
- Lights set up inside the main lobby with power cables running to the back of the

building to a parked generator.

- Main actor walks out of the front of the main entrance.

**Misc.**

- We have notified the City of Atlanta Mayor's Office for Film and Entertainment of our hope to film at your property.

**• We will be asking for lane closures on the west side/southbound lanes of Forsyth from Mitchell St. to Alabama St. and on the south side of MLK Jr. Dr. from Forsyth St. to Peachtree St.**

- An approved traffic control company will set up, maintain and remove all lane closure Equipment.

- A notification letter will be distributed to the adjacent community a week prior to commencement of prep.

- Please include any descriptive info if you intend to use fake Fire Arms and/or Pyrotechnics .

Thank you for considering our filming requests. I look forward to hearing from you at your Convenience.

Sincerely,  
Cate Matt  
Location Manager  
This is only a Test Productions, LLC  
Movie: "Testing"  
Cell: 404-000-0001