Production Directory: How To Register

Questions? Contact us at Info@WashingtonFilmWorks.org
What is the Washington Filmworks Production Directory?

The Washington Filmworks Production Directory is a one-stop-shop for all production needs. It includes crew, production companies, post-production services, vendors, and support services throughout Washington State.

The Production Directory is divided into two listing types, CREW and SUPPORT SERVICES. The Production Directory does not currently support TALENT listings.

Once you create your listing, you can manage and update it as frequently as you wish! And this listing service is FREE for all Washington-based crew and support service companies.

Why should you register?

The Production Directory is the most comprehensive resource in Washington State where producers, agencies, and clients go to source local crew and support services.

And the Production Directory is an industry standard, trusted source that is used by dozens of state film offices across the United States. When out-of-town producers come to Washington, they will look here first to hire local.

What are the requirements to register?

If you wish to register as both a crew member and a support service business, you must create two separate accounts. One account will be for your crew listing and the other account will be for your support services listing. These accounts will need to have different email addresses.

**Crew**

- You must be a resident of Washington. A Washington resident is an individual who maintains a permanent dwelling within the state, and spends an aggregate of at least six months each year within the state.
- You will be required to enter your contact information including a physical address and email. This contact information can remain unlisted.
- If you work in multiple departments, you can list yourself in multiple categories. You must have at least one paid, professional credit for each category you select.

**Support Services**

- You must be a qualified Washington State business. This includes any sole proprietorship, partnership, limited liability entity, or corporation that is registered to do business with the Washington Department of Revenue and has an office in Washington State.
- You must provide your 9-digit Unified Business Identifier (UBI) number issued by Washington State.
- If your business offers different services, you can list yourself in multiple categories.
How do I get started?

Step 1: Visit the Washington Filmworks Website

To register as a Crew Member or Support Services Company in the Production Directory, go to www.WashingtonFilmworks.org

Under the Production Directory tab, click on the Register page.

Step 2: Register Your Account

FREE & GREEN!

Washington Filmworks provides this listing service to our community of crew and support services companies without a fee. The Production Directory will allow producers and other potential clients to locate film professionals and support service businesses in our state.

The Production Directory is divided into 2 listing types, CREW and SUPPORT SERVICES. If you are a Washington resident crew member and also have a registered Washington business, you can be listed in both directories. To be listed in both directories, you must create separate accounts - an account for your CREW listing and an account for your SUPPORT SERVICES listing. These accounts will need to have different email addresses.

Once you create an account, you can manage and update your listing(s) as frequently as you wish.

+ Click to view Crew Requirements
  - You must be a resident of Washington. A Washington resident is an individual who maintains a permanent dwelling within the state, and spends an aggregate of at least six months each year within the state.
  - If you are a crew member working on a project that has been approved for funding

This is where you choose your listing type: Crew or Support Services.

Remember, you can be listed in both directories. But to do so, you must create separate accounts - an account for your CREW listing and an account for your SUPPORT SERVICES listing.

These accounts will need to have different email addresses.
Step 3: Create Your Listing!

This is your dashboard. Go here to update all your listing information.

Add Your Contact Information

Fill out your contact information.

If you want your contact information to stay unlisted, you can click the lock icons.
Add Categories & Credits

In a Support Services listing, you will see an Add New Category button.

The categories are organized by departments/type of services and include more specific sub-categories. Choose the ones that are the best fit for you!

In a Crew listing, you will see an Add New Production Credit button.

Crew listings will ask for the Project Name and the Year of the Production Credit you are adding.
Add Skills, Descriptions, and Designations

Support Services listings allow you to write a Description of your business as well as include any extra Skills or Experience your business has.

Support Services listings also have these Designation options to select if they apply to you. This is also where you will input your Universal Business Identifier (UBI) issued by Washington State.

Crew listings also allow you to write any extra Skills or Experience you might have.

Crew listings also have these additional Designations and Affiliations that you can choose from.

Crew listings also have Gender and Ethnicity options. We collect this information to help inform our work in supporting the diversity of people that work in the statewide film industry. This information will not be publicly shared.
Once you fill out your listing completely, the **Submit for Review** button will become active. If the button is greyed out, this means there are still some fields that must be completed before you can submit it for review.

Once you submit your listing for review, Washington Filmworks will review and approve your updates and they will be published in the Production Directory.

**Keep it Fresh!**

You are responsible for your listing - so don’t forget to update your credits and skills so your listing is the best it can be!