

Confirmation of Employment Days On Set

To whom it may concern,

Thank you for assisting with my application to the newly established BECTU IC Branch Registry.

The role of the IC Registry is to provide a list of Intimacy Coordinators, working in the screen industry in the UK and Ireland, who have a certain level of professional experience and approved role-related skills and competencies. This is designed to promote high safety standards and professionalism that can be relied upon by the industry. In confirming my **shooting days only** on set (not including rehearsal or prep days) you will be helping to maintain the integrity of the process of application. This document will remain within an application folder shared with Bectu staff Registry administrators, the elected Bectu IC Chair, Registry Rep and Registry Sub-committee members of the branch for inclusion in the application process. Please refer to the [Registry Privacy Notice](#).

Please include the relevant budget band and position credit as Intimacy Coordinator or Lead Intimacy Coordinator on the project, and return to me via the preferred digital signing platform.

Many thanks for your time with this.

Example:

Company: IRMA'S STORY
Project Title and Year: A Test Project (2021)
Budget band: Band 3 Scripted TV
Position: Intimacy Coordinator
Time in days: (shoot days only) 4

This document is to verify that _____ has been employed as Intimacy Coordinator for the following production:

Company:
Project Title and Year:
Budget band:
Position:
Time in days: (shoot days only)

By signing this form I confirm this information to be true and accurate. Your data will be stored in accordance with our [IC Registry Privacy Notice](#).

Signing parties:

Name:
Position on production:
Date:
Contact email:

Initiator:

Name:
Intimacy Coordinator:
Date: