*Use as a stand alone email or cut and paste into funding notification/contract emails.*

**Subject: The Everyone Project – understanding our industry**

Dear [ ],

As a recipient of production funding we require [ask] you to register your project on The Everyone Project platform.

This is an initiative from the Screen Diversity and Inclusion Network ([SDIN](https://www.sdin.com.au/)) to benchmark and track the diversity of the Australian screen industry. It’s a simple survey tool that is easy to use, respectful and inclusive, and private and secure.

Get an overview of how it works [here](https://theeveryoneproject.org/film-and-tv-industry).

Your access code is: [*insert code provided to you by TEP*].

Get started by following the 4 simple steps [here](https://support.theeveryoneproject.org/hc/en-gb/articles/360038460971-Getting-started). Do this as soon as possible at the start of your production. Inform your cast and crew and encourage their participation using [these](https://support.theeveryoneproject.org/hc/en-gb/articles/360038461111-Encourage-participation) key communication points. (Tip: make your record keeping easy by updating your cast and crew contract templates to capture [contact consents](https://support.theeveryoneproject.org/hc/en-gb/articles/360038094372) upfront.)

For further information and support available via the Help Centre at [www.theeveryoneproject.org](http://www.theeveryoneproject.org)

Any questions? See [FAQ](https://theeveryoneproject.org/) or contact me [*insert your lead producer contact* on *phone/email*].

Many thanks,

*[lead producer contact]*