



Khadijah Forte' 
Associate Producer
Houston, TX
<http://staffmeup.com/profile/kaforte>



Summary

(512) 903-5538

My Website:

<http://Thatsmyfortetalent.com>



Associate Producer, Casting Producer, Extras Casting and Talent Wrangling. Proficient in securing locations, releases, writing one sheets and conducting Skype/Facetime interviews. Can work as a local in Austin, Dallas, Phoenix and Los Angeles.

Credits

CASTING RECRUITER – Making The Band (Season 13)

3/20 – 3/20

MTV — Reality/Doc (TV) — City Media Entertainment Details

Attend music events, visit karaoke bars and performing arts schools in the Houston area for referrals regarding the open call on March 7th. Sent videos of singers/dancers to the casting producers who in turn sent candidates VIP passes to the open call.

CASTING RECRUITER – Ready To Love (Season 3)

1/20 – 3/20

OWN — Reality/Doc (TV) — Lighthearted Entertainment Details

Post approved flyers on social media platforms, attend speed dating events, comedy clubs and happy hour bars searching for Houston singles age 30-50. Conduct phone interviews and submit qualified candidates to casting producers on a weekly basis.

ASSISTANT PRODUCTION COORDINATOR – House Of Ho (Season 1)

11/19 – 2/20

HBO Max — Reality/Doc (TV) — Wallin Chambers / Lionsgate Details

Sourcing and clearing locations with producers. Assist with reconciling receipts and submitting check requests, petty cash and credit card receipts. Scanning and organizing accounting related documents to Dropbox. Ensure releases are scanned and organized.

ASSOCIATE PRODUCER – My 600-Lb Life: Where Are They Now? (Season 5)

2/19 – 4/19

TLC — Reality/Doc (TV) — Megalomedia Details

Create itineraries and call sheets. Act as a liaison between cast and office. Source and clear locations. Purchase orders. Book travel: cars, flights, hotels, etc. Check in with cast members regularly and report to supervising producer.

ASSISTANT PRODUCTION COORDINATOR – Outdaughtered (Season 4)

11/18 – 1/19

TLC — Reality/Doc (TV) — Wilma TV Details

Assist production manager and line producer with duties such as issuing/completing start paperwork and timecards for crew. Manage and track petty cash and receipts for gas, crafty, and etc.

TALENT COORDINATOR – 2018 Miss USA

5/18 – 5/18

Fox — Live / Special Event (TV) — Miss Universe Organization Details

Coordinate travel arrangements to/from hotel, venue and airport for the singing group 98 Degrees. Arrange welcome packets that include schedules, credentials, petty cash and etc. Make certain the talent are at rehearsals and meetings. Ensure dressing rooms are stocked with items from rider request.

TRANSCRIBER/LOGGER – Rebel Without A Crew (Season 1)

10/17 – 11/17

EI Ray Network — Reality/Doc (TV) — 12th & Olympic Productions / EI Ray Network Details

Take notes in the field. Transcribe interviews. Hot sheets. Email field logs daily.

CASTING ASSOCIATE PRODUCER (ASSISTANT STORY COORDINATOR) – The Vet Life (Season 2)

10/16 – 7/17

Animal Planet — Reality/Doc (TV) — Glass Entertainment Group [Details](#)

Assist Casting Producer with casting pet owners with animals that are in need of a surgery or treatment. Create one sheets. Locations assistance. Visit animal shelters, animal clinics and exotic zoos to discuss animals in need of particular treatment. Update Google Docs with pets, contact info, etc.

RESEARCHER – Judge Faith (Season 3)

8/16 – 9/16

Syndication — Reality/Doc (TV) — Trifecta Entertainment [Details](#)

Drive to county courthouses in the Houston area to search for small claims cases to submit to producers in the Los Angeles office. Scan documents to producers on a daily basis.

SET PRODUCTION ASSISTANT – Love & Hip Hop Houston (Pilot)

8/16 – 8/16

VH1 — Reality/Doc (TV) — Eastern [Details](#)

Place lunch order for crew. Ship drives and equipment to production company via Fedex and provide tracking information. Return gear to rental house. Drive 15 pass van.

SET PRODUCTION ASSISTANT – Lakefront Bargain Hunt (Season 5)

6/16 – 6/16

HGTV — Reality/Doc (TV) — Magilla Entertainment [Details](#)

Drive crew to/from set and hotel. Order and pick up lunch orders. Receipts and petty cash.

PRODUCTION ASSISTANT (DRIVER) – Sticky Business (Pilot)

6/16 – 6/16

MTV — Reality/Doc (TV) — Monami Productions [Details](#)

Get appearance releases signed and take photos. Drive 15 pass and cargo van to/from set. Assign and collect walkies everyday.

SET PRODUCTION ASSISTANT (DRIVER) – Death Row Stories (Season 3)

4/16 – 4/16

CNN — Reality/Doc (TV) — Jigsaw Productions [Details](#)

Drive 15 pass van with equipment from Houston to Austin. Meet crew at hotel each day to transport to/from set. Order and pick up lunch each day. Return rental van and equipment after wrap.

EXTRAS CASTING (LOCATION SCOUT) – Flex

3/16 – 3/16

Ingrid — Music Video — Sigma Bull Productions, LLC [Details](#)

Hired five ladies to portray friends of singer. Wrangled talent on set. Assisted producer/director with scouting locations.

CASTING ASSOCIATE PRODUCER – Untitled Project (Season 1)

10/15 – 11/15

Bravo — Reality/Doc (TV) — Tollbooth TV [Details](#)

Research African American business owners (Houston) with upscale clientele. Create PDF and spreadsheet with owners name, photo, bio, website/social media, and contact information. Talk to owners best three employees to find out if they have a Bravo reality show personality. Record Skype/Facetime Interviews and send to producers.

CASTING RECRUITER (LOGGER) – MasterChef Junior (Season 5)

10/15 – 11/15

Fox — Reality/Doc (TV) — Shine America [Details](#)

Drop off flyers and posters to locations given to me by casting producer. Send a weekly report with details about events and locations that I visited promoting the open call in Houston. Log notes for producer during callbacks.

CASTING ASSISTANT – Trolli

10/15 – 10/15

Commercial/Ad — Station Film [Details](#)

Find stand-in for star athlete with very unique clothing sizes. Book extras with real basketball skills to be featured with A- list actor/athlete.

PRODUCTION ASSISTANT (LOGGER) – Chopped (Season 27)

9/15 – 10/15

Food Network — Reality/Doc (TV) — notional [Details](#)

Take story notes for producer. Highlight sound bites during interview. Log and label tapes. Get releases signed.

PRODUCTION ASSISTANT (CASTING PA) – La Voz Kids (Season 4)

9/15 – 9/15

Telemundo — Reality/Doc (TV) — Red Orange Productions [Details](#)

Help register kids that were auditioning for the show. Verify proper documents such as birth certificates, passports, etc. Issue casting applications and verify everything was filled out correctly. Take photos of children and upload to their online casting profile.

EXTRAS CASTING (EXTRAS CASTING COORDINATOR) – Good After Bad

9/15 – 9/15

Film (Theatrical) — Paradigm Shift LLC [Details](#)

Posted casting notices in Facebook groups and Film Commission Websites requesting extras submit for roles. Send photos of extras to director/producer for final approval. Email confirmed extras location, call times, and wardrobe info for their work date(s). Communicate with second 2nd regarding extras needed on set.

CASTING RECRUITER – Chopped (Season 27)

6/15 – 7/15

Food Network — Reality/Doc (TV) — notional [Details](#)

Visit individually owned restaurants in the Houston area to speak with chefs about participating on the show. Update Google doc daily with contact names, numbers, and dates that restaurant was visited.

PRODUCTION COORDINATOR (LOCATIONS ASSISTANT) – Petronash

4/15 – 4/15

Corporate Video Shoot

Corporate — Rajtaru Videosonic, Ltd. [Details](#)

Assistant to the director/producer. Contacted venue owners for permission. Negotiated fees. Arrange/order lunch for crew. Issue payment and collect invoices for services rendered

CASTING ASSISTANT – Married At First Sight (Season 2)

1/15 – 3/15

A&E — Reality/Doc (TV) — Kinetic Content [Details](#)

Post casting notices on social media sites, film commissions, etc. Seek potential candidates on dating websites that were interested in finding their soulmate. Update Google docs with events that attract singles and organizations that were willing to share casting info.

LOCATION SCOUT (EXTRAS CASTING) – The Ultimate Commitment

4/14 – 11/14

Film (Theatrical) — Sabbath Films [Details](#)

Contacted business/property owners to ask for permission to use their location. Liaison between production company and venue owner. Ensured permit requirements and insurances were met. Negotiated fees. Confirmed shooting dates and times.

CASTING ASSISTANT – Health Insurance (DB Casting)

8/14 – 8/14

Commercial/Ad [Details](#)

Conducted on-camera interviews with real people who were insured through Obamacare.

CASTING ASSISTANT – Naked & Afraid (Season 4)

4/14 – 4/14

Discovery — Reality/Doc (TV) — Metal Flowers Media [Details](#)

I scheduled Skype interviews between candidates and the casting director. I was also responsible for turning over candidates completed applications, videos, and photos to our in-house editor who was assigned to create the casting reel.

CASTING ASSISTANT – Remote Survival (Season 1)

3/14 – 4/14

National Geographic — Reality/Doc (TV) — Metal Flowers Media [Details](#)

As a casting assistant, I set up interviews between candidates and the casting director for a new show called Remote Survivor. I help prepare the candidate by suggesting what type of clothing to wear, making sure I have their photos, and verifying all information is filled out on their application.

CASTING RECRUITER – Ex & Why (Season 1)

9/13 – 10/13

MTV — Reality/Doc (TV) — Doron Ofir Casting/Popular Productions [Details](#)

Recruit 18-25 year old potential cast for new dating reality show

PRODUCTION ASSISTANT (TALENT ASSISTANT) – Restaurant Redemption/COOKING CHANNEL (Season 1)

9/13 – 9/13

Cooking Channel — Reality/Doc (TV) — Lion Television [Details](#)

Personal assistant to host during the filming of the show. Responsible for driving talent to/from hotel and filming locations. Provided assistance with healthy restaurant selections for her special diet.

PRODUCTION ASSISTANT (FIELD PA) – The Voice (Season 4)

6/13 – 6/13

NBC — Reality/Doc (TV) — Finnmax LLC [Details](#)

Drove crew members to/from airport, hotel, and filming locations. Collected release forms, loaded and unloaded gear. Assigned walkies

CASTING RECRUITER – Dream Date (Season 1)

6/13 – 6/13

Fox — Reality/Doc (TV) — The Conlin Company [Details](#)

I went to sporting events, bars, universities, and etc to talk to single women that had never been married before. Specifically looking for women ages 21-30 who were ready to be swept off of their feet and meet the man of their dreams.

PRODUCTION ASSISTANT – Cold Justice (Season 1)

4/13 – 4/13

TNT — Reality/Doc (TV) — Magical Elves [Details](#)

Release forms Pickup/Dropoffs at airport Stock crafty table

PRODUCTION ASSISTANT (CASTING PA) – Sunday Best (Season 6)

3/13 – 3/13

BET — Reality/Doc (TV) [Details](#)

Maintained lines during registration Assisted contestants with applications and forms Explained the audition process

CASTING RECRUITER – House Of Beauty (Season 1)

1/13 – 2/13

OWN — Reality/Doc (TV) — Park Slope Productions [Details](#)

Casting for a new docu series featuring students attending their first year in beauty school at Franklin Beauty School in Houston, Texas.

CASTING ASSISTANT – The Winner Is (Season 1) NBC — Reality/Doc (TV) Details Schedule selected candidates for callbacks. Inform candidates what materials to bring with them to audition, what to wear, directions, etc. Assisted candidates with paperwork, video and photo submission details, and etc.	12/12 – 12/12
UNIT PRODUCTION MANAGER (EXTRAS CASTING) – Epreeti Film (Theatrical) — Infiniti Films	11/12 – 12/12
PRODUCTION ASSISTANT (TALENT WRANGLER) – American Idol (Season 12) Fox — Reality/Doc (TV) Details Talent Wrangler	10/12 – 10/12
TALENT WRANGLER – Tom Joyner Fantastic Voyage Details Remind scheduled performers when it was time for their sound check. Escort performers to hair/makeup. Reserved seats to family/friends of performers.	3/12 – 4/12
PRODUCTION ASSISTANT (EXTRAS CASTING) – What Not To Wear (TLC) (Season 11) TLC — Reality/Doc (TV) Details Extras Casting	1/12 – 1/12
ASSISTANT PRODUCTION MANAGER – Undeliverable Film (Theatrical) Details Asst. Production Manager	11/11 – 11/11
PRODUCTION ASSISTANT (TALENT WRANGLER) – Remodeled (Season 1) The CW — Reality/Doc (TV)	10/11 – 10/11
PRODUCTION ASSISTANT (CONTESTANT WRANGLER) – American Idol (Season 11) Fox — Reality/Doc (TV) Details Contestant Wrangler	8/11 – 9/11
PRODUCTION ASSISTANT (DRIVER) – Ultimate Bbq Showdown CBS — Reality/Doc (TV) Details Driver	3/11 – 4/11
PRODUCTION ASSISTANT (DRIVER) – Supernanny (Season 5) ABC — Reality/Doc (TV) Details Key PA	9/08 – 10/08
PRODUCTION ASSISTANT (CRAFT SERVICES ASSISTANT) – Hbo Films \$515hr Scripted (TV) Details Craft Services Assistant	10/03 – 11/03
PRODUCTION MANAGER – Ally Ai Uncut BET — Reality/Doc (TV)	11/02 – 12/02
PRODUCTION ASSISTANT – When Zachary Beaver Came To Town Film (Theatrical)	9/02 – 10/02

Education |

Texas Southern University | Communications

Class of '00

Skills

- Casting
- Reality TV
- Releases
- Petty Cash
- Purchase Orders
- Skype interviews
- Recruiting
- Live TV

One Sheets

Talent Wrangling

Extras Casting

Booking Travel

Pageants

Story Assistant

Transcriber/Logger