

FILM PRODUCERS CHECKLIST

1. Producer

- (a) Name of Producer
- (b) Address of Producer
- (c) Is the Producer to be contracted through a service company?

Yes

No

2. Name and Registered Office of Producer

3. What is to be made?

Series

Film

Other

4. Name of Film

5. Name of underlying Literary Property, if any

6. Period of engagement

7. Are services exclusive?

8. Consideration

- (a) What is the total fee?
- (b) How much will be paid upon
 - (i) Successful financing of the film?
 - (ii) Commencement of principal photography?
 - (iii) Delivery of the answer print of the film?
- (c) Any contingency fee (e.g percentage of net profits?)

9. Who will pay the fees of any associate producer or co-producer engaged?

10. Transport and accommodation expenses

- (a) Who will pay for the producer's transport expenses and accommodation?
- (b) What class of transport and accommodation?
- (c) What is the per diem during the production period?

11. Credit

- (a) Is any special or unusual credit required, if so
- (b) What will the style of the credit be for
 - (i) The Producer
 - (ii) The Production Company

12. What are the duties of the Producer? Will they include:

- (a) The preparation of the script (in consultation with production company)
- (b) Rights clearance
- (c) Finance and cash flowing
- (d) Management and directing of any test shoots
- (e) Securing of all necessary studios and locations
- (f) Engagement and dismissal of key personnel?
- (g) Organisation of any necessary second unit of pick up shots
- (h) Selection co-ordination and securing of rights in music
- (i) Co-ordination of post production schedules and deliverables