

PHYSICAL PRODUCER CHECKLIST

Parties

[PRODUCTION COMPANY]

[PHYSICAL PRODUCER, PLUS SERVICE COMPANY IF ANY]

Programme

[TITLE]

Start

Number of Shows firm

- (a) options to extend?

Format

- (a) presenter
- (b) duration
- (c) target audience
 - (i) age
 - (ii) sex
 - (iii) income

Budget

- (a) per show
- (b) per series
- (c) promotion
- (d) travel & accommodation
- (e) licensing of footage

Role

producer, to :

- (a) (e.g. direct content per concept)
- (b) find new material
- (c) coordinate themes and segments
- (d) identify opportunities for cross promotion
- (e) identify opportunities for cross media activities
- (f) locate possible sponsors
- (g) locate possible contributors

- (h) keep abreast of technology and developments

define duties

define role

support team

define duration of appointment

- (a) should be "length of project" unless terminated mutually, for breach or because of circumstances outside either's control
- (b) or could be for a fixed term (months/years)
- (c) notice period

time to be spent on job

location

supervision

- (a) answerable to whom?
- (b) reporting structure

research

- (a) time
- (b) travel
- (c) costs/assistants

remuneration

- (a) all-inclusive fee to service company?
- (b) base fee plus performance fee?
- (c) base fee plus percentage of net from show & spin-offs?

(rate to be negotiated, but likely to be between 1/2% and 10% of net profits)

paid:

- (a) when
- (b) to whom
- (c) inclusive of what?
- (d) no PAYE if paid to [SERVICE COMPANY]

travel

vehicle (if supplied)

research costs (to keep abreast of developments)