

PROGRAM PRESENTER CHECKLIST

THIS IS A CHECKLIST OF COMMON ISSUES FOR PRODUCERS TO CONSIDER WHEN LOOKING TO CONTRACT A PRESENTER. IT COVERS MORE THAN JUST HIS OR HER FRONT-OF-CAMERA WORK, SUCH AS RESEARCH, ASSISTANCE WITH SPONSORS AND SO ON. IT IS INTENDED TO PROVIDE A FRAMEWORK FOR DRAFTING THE PRESENTER'S SERVICES CONTRACT. SOME OF THE MATTERS ADDRESSED IN THE CHECKLIST MAY NOT BE RELEVANT TO A PARTICULAR PROJECT. AS THE CHECKLIST COVERS ISSUES THE PRESENTER OR AGENT MAY NOT HAVE CONSIDERED (SUCH AS CONTINGENT COMPENSATION), IT IS USUALLY FILLED IN AND SENT BACK TO US, AND NOT GIVEN TO THE TALENT OR HIS OR HER AGENT. IT IS NOT A SUBSTITUTE FOR A SERVICES CONTRACT.

1. Parties:

- 1.1 Producer details (incl. ABN and address):
- 1.2 Presenter (incl. ABN and address):
- 1.3 Using Service Company? (incl. ABN and address)
- 1.4 Agent?

2. Programme

- 2.1 Title and short description:

3. Dates

- 3.1 Pre-production:
- 3.2 Filming:
- 3.3 Post:
- 3.4 Promo/spots:

4. Number of Shows

- 4.1 Definite:
- 4.2 Options to extend:

5. Format

- 5.1 Target Network
- 5.2 Duration
- 5.3 Target audience
 - (a) age
 - (b) sex
 - (c) income
- 5.4 Fees Budget
 - (a) show
 - (b) per series
 - (c) promotion

- (d) travel
- (e) licensing of footage

6. Role of presenter General

- 6.1 Present segments:
- 6.2 Film:
- 6.3 Voice over:
- 6.4 Identify opportunities for cross media activities/sponsorship:
- 6.5 Keep abreast of developments in subject:

7. Contract Matters

- 7.1 define specific duties:
- 7.2 define specific role in production:
- 7.3 support team:
- 7.4 define duration of appointment:
 - (a) "length of project"? - unless terminated mutually, for breach or because of circumstances outside either's control or for a fixed term (months/years)?
 - (b) notice period
 - (c) time to be spent on job
 - (i) location(s)
 - (A) travel
 - (B) cost
 - (C) per diems
- 7.5 Supervision:
 - (a) answerable to whom?
 - (b) reporting structure?
- 7.6 Any prior/current sponsorships/ambassadorships?

8. Research

- 8.1 Time:
- 8.2 Travel:
- 8.3 costs/assistants:
- 8.4 scripts:
- 8.5 remuneration:
 - (a) all-inclusive fee to service company?
 - (b) base fee plus performance fee?

(c) base fee plus percentage of nett from show & spin-offs?

(i) when paid

(ii) to whom

(iii) inclusive of what?

(iv) no PAYE if paid to service company

(d) travel

(e) vehicle (if supplied)

8.6 research costs (to keep abreast of developments)