



## DOCUMENTS REQUIRED - CHECKLIST

### TO GET STARTED

- Budget summary and detailed budget
- Script / production bible / extended outline
- Production schedule
- Shooting schedule
- Budget financing summary
- QAPE or SPIF (NZ) estimate

### WHEN DOCUMENTATION BEGINS

- Co-production agreements and application (if applicable)
- Financing agreements: all investment agreements, including all tax-credit related agreements
- All license agreements and distribution agreements
- Any interim financing agreements
- Details of deferred payments and applicable agreements if any
- All key personnel agreements (authors, screenwriters, directors, producers, principal actors, etc.)
- Cover-notes of insurance
- Delivery date
- List of delivery materials for each distributor/licensor/broadcaster
- Name(s) and address(es) of the post production facilities & lab access letters
- Production company details and any special purpose vehicle arrangements