



Photograph by Colin Hampden-White

# PRODUCTION TEMPLATES

## **CONTENTS**

### **PREPRODUCTION TEMPLATES**

|                               |             |
|-------------------------------|-------------|
| <b>Script Breakdown Sheet</b> | Page 2      |
| <b>Equipment List</b>         | Page 3      |
| <b>Budget</b>                 | Page 4-5    |
| <b>Synopsis</b>               | Page 6      |
| <b>Location Agreement</b>     | Page 7      |
| <b>Unit List</b>              | Pages 8-10  |
| <b>Facilities List</b>        | Pages 11-12 |
| <b>Risk Assessment Form</b>   | Pages 13-15 |

### **PRODUCTION TEMPLATES**

|                                       |             |
|---------------------------------------|-------------|
| <b>Simple Crew Contract</b>           | Pages 16-17 |
| <b>Complex Crew Contract</b>          | Pages 18-20 |
| <b>Composer's Agreement</b>           | Pages 21-23 |
| <b>Simple Cast Release Form</b>       | Pages 24-25 |
| <b>Complex Artist Agreement</b>       | Pages 26-29 |
| <b>Parental Agreement Release</b>     | Page 30     |
| <b>Background Artist Release Form</b> | Page 31     |
| <b>Shooting Schedule</b>              | Pages 32-33 |
| <b>Call Sheet</b>                     | Pages 34-36 |

### **POST-PRODUCTION TEMPLATES**

|   |             |
|---|-------------|
| <b>Delivery Schedule</b>                  | Page 37     |
| <b>Film Festival Information List</b>     | Pages 38-39 |
| <b>End Credits List</b>                   | pages 40-41 |
| <b>Bonus templates</b>                    |             |
| <b>Insurance Statement of fact letter</b> | Page 42     |
| <b>Bank No Set Off Letter</b>             | Pages 42-43 |

#### **Copyright notice**

©"Production Templates" is the copyright of Bombax Media. All rights reserved.  
Published by Bombax Media 2019.

#### **Disclaimer**

This e-book contains information about legal agreements and contracts. The information is not legal advice and should not be treated as such. If you have any specific questions about any legal matter, you should consult your lawyer or other professional legal service provider.

**BREAKDOWN SHEET #**

DATE:

PRODUCTION CO:

TITLE:

SCENE:

PAGE COUNT:

INT/EXT:

LOCATION:

DAY/NIGHT:

DESCRIPTION:

|                          |                         |                            |
|--------------------------|-------------------------|----------------------------|
| <b>CAST</b>              | <b>STUNTS</b>           | <b>EXTRAS/ATMOSPHERE</b>   |
|                          | <b>EXTRAS/SILENT</b>    |                            |
| <b>SPECIAL EFFECTS</b>   | <b>PROPS</b>            | <b>VEHICLES/ANIMALS</b>    |
| <b>WARDROBE</b>          | <b>MAKEUP/HAIR</b>      | <b>SOUND EFFECTS/MUSIC</b> |
| <b>SPECIAL EQUIPMENT</b> | <b>PRODUCTION NOTES</b> |                            |

**EQUIPMENT LIST****“TITLE”****Address,****Address,****Postcode****[production@gmail.com](mailto:production@gmail.com)****Tel:****CAMERA****VIDEO ASSIST****LENSES****LIGHTING:****GRIP:****GELS:****CONSUMABLES:**

**BUDGET**

|   |
|---|
| <b>TITLE:</b><br><b>DIRECTOR:</b><br><b>PRODUCER:</b> |
|---|

**PRE-PRODUCTION:**      Weeks

**SHOOT:**      Days

**POST:**      Weeks

**CAMERA FORMAT:**

|               |
|---------------|
| <b>INCOME</b> |
|---------------|

From:

**TOTAL**

|                    |
|--------------------|
| <b>EXPENDITURE</b> |
|--------------------|

**PRE-PRODUCTION**

Admin (inc phone bills, stationery etc)

Recces

Room Hire (Casting & Rehearsals)

Social Media & Online management

**SUB TOTAL**

**EQUIPMENT & STOCK**

Camera hire

Lighting Hire

Grip Hire

DIT Equipment

Storage Drives (1TB-2TB)

SFX Equipment (If applicable)

Equipment van @£ /day

Fuel for equipment van

**SUB TOTAL**

**PRODUCTION**

**Crew Fees**

**Cast Fees**

**Location Fees**

**Van Hire**

**Fuel**

**Catering**

**Accommodation (If applicable)**

**Production design (Set build, props etc)**

**Costume design**

**Make-up**

**Insurance**

**SUB TOTAL**

**POST PRODUCTION**

**Editor + Equipment**

**Sound Edit & Mixing**

**Online + Grade**

**Composer**

**Musicians (If applicable)**

**Master Copy & Deliverable Formats**

**Distribution/Festivals**

**SUBTOTAL**

**CONTINGENCY**

**GRAND TOTAL** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Producer's Signature:** \_\_\_\_\_

## **SYNOPSIS**

Title  
Genre  
Setting  
**Tagline:**

### **Synopsis:**

Hero(es)

Catalyst

Obstacle(s)

Climax

Resolution

Themes/Ideas

Audience feeling

## LOCATION AGREEMENT

**YOUR COMPANY LOGO**

Name of Owner  
Name of location  
Location Address  
Postcode

Dear \_\_\_\_\_,

This is to confirm the arrangements made between us whereby you have kindly agreed to grant permission to use the above property for the purpose of photographing and recording scenes for a short film to be produced by \_\_\_\_\_ as follows:

Production Title:

Producer:

Director:

The permission granted covers the following dates: ( \_\_\_\_\_ )

You confirm that the permission shall include the right to bring video personnel and equipment to the property and to record in the areas of the property as designated, at a charge of £ \_\_\_\_\_.

We confirm that \_\_\_\_\_ carries public liability insurance to a maximum indemnity of two million pounds and further details can be obtained from the chief accountant at your insurance company ( \_\_\_\_\_ ).

Kindly signify your agreement to the above, by signing and returning to us the enclosed copy of this letter.

Yours Sincerely,

Your signature  
For and on behalf of

Signed \_\_\_\_\_



|   |
|---|
| <p><b>UNIT LIST</b></p> <p>PRODUCTION OFFICE</p><br><p>Tel:</p><br><p>SHOOT DATES</p> |
|---|

| DIRECTOR / WRITER      | NAME & EMAIL |      | PHONE NUMBER |
|------------------------|--------------|------|--------------|
|                        |              |      |              |
| DIRECTOR / WRITER      |              | Mob: |              |
|                        |              |      |              |
| PRODUCERS              |              |      |              |
|                        |              |      |              |
| PRODUCER               |              | Mob: |              |
|                        |              |      |              |
| LINE PRODUCER          |              | Mob: |              |
| PRODUCTION             |              |      |              |
|                        |              |      |              |
| PRODUCTION COORDINATOR |              | Mob: |              |
| PRODUCTION ASSISTANT   |              |      |              |
| ART DEPARTMENT         |              |      |              |
|                        |              |      |              |
| PRODUCTION DESIGNER    |              | Mob: |              |
|                        |              |      |              |
| ART DIRECTOR           |              | Mob: |              |
| ART DEPT ASSISTANTS    |              | Mob: |              |

|                               |  |      |  |
|-------------------------------|--|------|--|
| <b>ASSISTANT DIRECTORS</b>    |  |      |  |
|                               |  |      |  |
| <b>1st ASSISTANT DIRECTOR</b> |  | Mob: |  |
| <b>2ND AD</b>                 |  |      |  |
| <b>3RD AD</b>                 |  | Mob: |  |
| <b>RUNNER/DRIVER</b>          |  |      |  |
| <b>CAMERA DEPARTMENT</b>      |  |      |  |
|                               |  |      |  |
| <b>DOP</b>                    |  | Mob: |  |
|                               |  |      |  |
| <b>FOCUS PULLER</b>           |  | Mob: |  |
|                               |  |      |  |
| <b>GRIP</b>                   |  | Mob: |  |
|                               |  |      |  |
| <b>OPERATOR</b>               |  | Mob: |  |
| <b>CLAPPER LOADER</b>         |  |      |  |
| <b>CAMERA RUNNER</b>          |  |      |  |
| <b>DIT</b>                    |  | Mob: |  |
| <b>SOUND DEPARTMENT</b>       |  |      |  |
|                               |  |      |  |
| <b>SOUND RECORDIST</b>        |  | Mob: |  |
|                               |  |      |  |
| <b>BOOM OPERATOR</b>          |  | Mob: |  |
|                               |  |      |  |
| <b>EDITING</b>                |  |      |  |
|                               |  |      |  |

|   |  |      |  |
|---|--|------|--|
| <b>EDITOR</b>                               |  | Mob: |  |
| <b>ASSISTANT EDITOR</b>                     |  | Mob: |  |
| <b>ELECTRICAL</b>                           |  |      |  |
| <b>GAFFER</b>                               |  |      |  |
| <b>SPARK</b>                                |  | Mob: |  |
| <b>SPARK</b>                                |  |      |  |
| <b>COSTUME / HAIR &amp; MAKE-DEPARTMENT</b> |  |      |  |
|   |  |      |  |
| <b>MAKEUP ARTIST</b>                        |  | Mob: |  |
| <b>ASSIST MAKE-UP</b>                       |  |      |  |
| <b>COSTUME DESIGNER</b>                     |  | Mob: |  |
| <b>ASSIST COSTUME</b>                       |  |      |  |
| <b>HEALTH &amp; SAFETY</b>                  |  |      |  |
|   |  |      |  |
| <b>FIRST AIDER</b>                          |  | Mob: |  |
|   |  |      |  |
| <b>MUSIC</b>                                |  |      |  |
|   |  |      |  |
| <b>COMPOSER</b>                             |  | Mob: |  |
|   |  |      |  |
| <b>CONTINUITY</b>                           |  |      |  |
|   |  |      |  |
| <b>SCRIPT SUPERVISOR</b>                    |  | Mob: |  |
|   |  |      |  |
| <b>UNIT PHOTOGRAPHER</b>                    |  |      |  |
| <b>UNIT PHOTOGRAPHER</b>                    |  | Mob: |  |

## **FACILITIES LIST**

### **CAMERA EQUIPMENT**

Company:  
Contact Person:  
Address:  
Telephone:  
E-mail:

### **SOUND EQUIPMENT**

Co:  
Contact:  
Address:  
Tel:  
E-mail:

### **RADIOS**

Co:  
Contact:  
Address:  
Tel:  
E-mail:

### **LOCATIONS**

Company:  
Contact:  
Address:  
Tel:  
E-mail:

### **ACCOMMODATION**

Co:  
Address:  
Contact:  
Tel:  
E-mail:

### **CATERERS**

Co:  
Add:  
Contact:  
Tel:  
Email:

### **VAN HIRE**

Co:  
Add:  
Contact:  
Tel:

Email:

**TRANSPORT HIRE**

Co:

Add:

Contact:

Tel:

Email:

**COSTUME HIRE**

Co:

Add:

Contact:

Tel:

Email:

**PROPS HIRE**

Co:

Add:

Contact:

Tel:

Email:

**SPECIAL EFFECTS**

Co:

Add:

Contact:

Tel:

Email:

**ONLINE & GRADING SERVICES**

Co:

Add:

Contact:

Tel:

Email:

**DUBBING STUDIO**

Co:

Add:

Contact:

Tel:

Email:

## General Risk Assessment Form Part A

|  |   |                            |  |
|--|---|----------------------------|--|
| <b>Production</b>  | TITLE   | <b>Producer</b><br>Mobile: |  |
| <b>Period covered by assessment</b>  | –   |                            |  |
| <b>Outline of risk assessment</b><br><i>Summary of what is proposed</i>          | This is a      day shoot for a short film about                      at locations<br>This risk assessment is primarily concerned with the risks involved in filming |                            |  |
| <b>Team members / experts / contractors / etc.</b><br><i>List those involved</i> | First Aider –   |                            |  |
| <b>Site / Office / Location</b><br><i>Outline site/ locations involved</i>       | Various locations   |                            |  |
| <b>Assessor</b>  | Name<br>Signature   | <b>Date completed</b>      |  |

**Hazard list** – select your hazards from the list below and use these to complete Part B (add others where appropriate)

| Situational hazards              | Tick | Physical / chemical hazards          | Tick | Health hazards               | Tick |
|----------------------------------|------|--------------------------------------|------|------------------------------|------|
| Asbestos                         |      | Contact with cold liquid / vapor     |      | Disease causative agent      |      |
| Assault by person                |      | Contact with cold surface            |      | Infection                    |      |
| Attacked by animal               |      | Contact with hot liquid / vapor      |      | Lack of food / water         |      |
| Breathing compressed gas         |      | Contact with hot surface             |      | Lack of oxygen               |      |
| Cold environment                 |      | Electric shock                       |      | Physical fatigue             |      |
| Crush by load                    |      | Explosive blast                      |      | Repetitive action            |      |
| Drowning                         |      | Explosive release of stored pressure |      | Static body posture          |      |
| Entanglement in moving machinery |      | Fire                                 |      | Stress                       |      |
| Hot environment                  |      | Hazardous substance                  |      |                              |      |
| Intimidation                     |      | Ionizing radiation                   |      |                              |      |
| Lifting Equipment                |      | Laser light                          |      | <b>Environmental hazards</b> |      |

|                                  |                               |  |
|----------------------------------|-------------------------------|--|
| Manual handling                  | Lightning strike              | Litter                                     |
| Object falling, moving or flying | Noise                         | Nuisance noise / vibration                 |
| Obstruction / exposed feature    | Non-ionizing radiation        | Physical damage                            |
| Sharp object / material          | Stroboscopic light            | Waste substance released into air          |
| Slippery surface                 | Vibration                     | Waste substance released into soil / water |
| Trap in moving machinery         |                               |  |
| Trip hazard                      | <b>Other</b>                  |  |
| Vehicle impact / collision       | Working with children         |  |
| Working at height                | Work Experience & Set Visits  |  |
|                                  | First Aid & Medical attention |  |

| Risk matrix – use this to determine risk for each hazard i.e. 'how bad and how likely' | Likelihood of Harm               |                                  |                                 |                               |                                 |
|--|----------------------------------|----------------------------------|---------------------------------|-------------------------------|---------------------------------|
|  | Remote<br>e.g. <1 in 1000 chance | Unlikely<br>e.g. 1 in 200 chance | Possible<br>e.g. 1 in 50 chance | Likely<br>e.g. 1 in 10 chance | Probable<br>e.g. >1 in 3 chance |
| <b>Negligible</b> e.g. small bump  | Very low                         | Very low                         | Very low                        | Low                           | Low                             |
| <b>Slight</b> e.g. small cut, deep bump  | Very low                         | Very low                         | Low                             | Low                           | Medium                          |
| <b>Moderate</b> e.g. deep cut, torn muscle   | Very low                         | Low                              | Medium                          | Medium                        | High                            |
| <b>Severe</b> e.g. fracture, loss of consciousness                                     | Low                              | Medium                           | High                            | High                          | Extremely high                  |
| <b>Very Severe</b> e.g. death, permanent disability                                    | Low                              | Medium                           | High                            | Extremely high                | Extremely high                  |

**Risk Assessment Form – Part 1** Mm/y

|   |  |                       |
|---|--|-----------------------|
| <b>Activity</b> – Each individual activity you are proposing for general office inspection: | <b>Location</b> – where this activity will take place: | <b>Dates / times:</b> |
|   |  |                       |

| <b>Hazards<sup>2</sup></b><br>List what could cause harm from this activity<br><i>e.g. working at height, trip hazard, fire, etc.</i> | <b>Who exposed</b><br>List who might be harmed from this activity<br><i>e.g. staff, contractors, contributors, public, etc.</i> | <b>Risk<sup>3</sup></b><br>For each hazard, decide level of risk as if you were to do the activity without your controls | <b>Control measures</b><br>For each hazard, list the measures you will be taking to mitigate the risk identified<br><i>e.g. appointing competent persons, training received, plan use of personal protective equipment, provision of first aid</i> | <b>Risk<sup>3</sup></b><br>For each hazard, now decide level of risk once all your controls are in place |
|---|---|--|--|--|
| Cold Environment  | Cast & Crew   |  |  |  |
| Lifting Equipment   | Crew  |  |  |  |
| Object moving, falling or flying  | Cast, Crew, General Public  |  |  |  |
| Slippery Surface  | Cast & Crew   |  |  |  |
| Trip Hazards  | Cast & Crew, General Public   |  |  |  |
| Working at Height   | Cast & Crew   |  |  |  |
| First Aid & Medical attention   | Cast & Crew   |  |  |  |
| Lack of Food and Water  | Cast and Crew   |  |  |  |
| Physical Fatigue  | Cast and Crew   |  |  |  |
| Litter  | General Public, Environment   |  |  |  |

Continue on separate sheet if necessary



**CREW CONTRACT 1**

**YOUR COMPANY NAME**  
**CONTRIBUTOR RELEASE FORM**

**PRODUCER:**  
Address of your company

**DATE:**

**NAME and ADDRESS:** ...(Of crew member)..... (“You”,  
“Your”)

.....  
.....

**PRODUCTION: COMPANY NAME** Ltd short fiction film “TITLE OF FILM”  
 (“Production”)

**FEE:**  
**DEFERRED FEE: (“Fee”):**

1. The producer intends to produce a short film provisionally entitled "TITLE" the "film" based on a script "TITLE" by WRITER.
2. You hereby assign to YOUR PRODUCTION COMPANY Ltd all present and future intellectual property rights and related rights including without limitation, copyright and performer’s property rights and all like rights in and to the Production, to the extent that such intellectual property rights subsist in such Production. Furthermore, You grant all necessary consents under the Copyright, Designs and Patents Act 1988 to YOUR PRODUCTION COMPANY and its affiliates worldwide to use and exploit all rights assigned to YOUR PRODUCTION COMPANY under this paragraph 2 forever and throughout the world in any and all media now known or hereafter discovered, without restriction.
3. You hereby waive unconditionally and irrevocably all moral rights in relation to your contribution in the Production and You shall not assert any moral rights against YOUR PRODUCTION COMPANY.
4. YOUR PRODUCTION COMPANY shall have the right to assign and/or license the rights (including the Production itself or excerpts thereof) granted to YOUR PRODUCTION COMPANY under paragraphs 2 and 3 above to third parties after YOUR PRODUCTION COMPANY has completed the Production, without restriction.
5. Aside from the consideration above, no further consideration shall be payable to you in respect of the exploitation of the filming, taping, photography and/or the Production.
6. You represent and warrant that: (i) You are free to grant all of the rights granted in this release; and (ii) You will defend, indemnify and hold YOUR PRODUCTION COMPANY, affiliated, subsidiary and/or related entities and parties harmless from

and against any breach or alleged breach of any of Your contributions and warranties hereunder.

7. This release and all matters or issues collateral there to shall be governed by the laws of England and Wales. Any dispute will be subject to the exclusive jurisdiction of the English Courts.

**I understand and agree to the above.**

**ACCEPTED AND AGREED:**

\_\_\_\_\_

Print Name:.....

Telephone: ..... Date:

## CREW CONTRACT 2

**DATED:**       The       day of   month year.

**BETWEEN:**

1.       **COMPANY NAME** of  
          **Address of company, POSTCODE**

(the "Producer" which expression shall be deemed to include its successors in title and assigns);

and       NAME OF CREW MEMBER

2.       of       ( put your address here

**WHEREAS:**

(A)       Producer intends to produce a shorts film provisionally entitled "**TITLE**" the "Film" based on a script "**TITLE**" by *Writer*.

(B)       The Producer has engaged Contributor to provide certain [*insert description of the job*] services (the "Services"). Details of the Services are more specifically set out in Schedule 1 hereof and Schedule 1 is considered part of this Agreement and incorporated herein by reference.

**IT IS HEREBY AGREED AS FOLLOWS:**

1.       In consideration of the Producer's paying to the Contributor /the sum of £1 (one pound) and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged), Contributor hereby (i) undertakes to perform the Services to the best of Contributor's skill and ability; and (ii) with full title guarantee irrevocably assigns to the Producer absolutely (and where relevant by way of a present assignment of future copyright) the entire copyright and all other rights of whatsoever nature whether vested, future or contingent in the products of the Contributor's Services under this Agreement (including without limitation all lending and rental rights, satellite and cable re-transmission rights and any other related rights (if any)) in and to the Film and to the products of the Services in connection therewith in all media whether now known or hereafter devised for the Producer TO HOLD the same absolutely throughout the universe for the full period of copyright whenever subsisting and all renewals, revivals, reversions, reinstatements and extensions thereof and after that, so far as possible, in perpetuity. Contributor hereby confirms that the remuneration paid to Contributor hereunder includes full and equitable remuneration for all lending and rental rights and satellite and cable re-transmission rights granted (if any) and shall constitute a complete buy-out of all rights in all media throughout the world in perpetuity.
2.       Contributor hereby waives all rights in and to the products of the Services, the Film or the Script to which he/she is now or may in future be entitled pursuant to Sections 77-85 of the Copyright, Designs and Patents Act 1988 (the "Act") and any claims of any kind whatsoever with respect to "moral rights" and author's rights and rights of a similar nature under the laws of any jurisdiction whether now existing or hereinafter conferred.
3.       The Producer shall pay to the Contributor the fee of £

4. Contributor hereby warrants that he/she will execute or perform at the Producer's expense any such additional documents or actions as may be reasonably requested of Contributor to confirm the assignment hereunder and if Contributor fails to do so within 14 (fourteen) days of the Producer requesting the same, Contributor hereby irrevocably authorises the Producer to execute such document/s and take such actions in the name and on behalf of Contributor as his/her authorised attorney.
  5. Contributor agrees to indemnify and otherwise hold the Producer free and harmless from and against all liabilities claims demands damages and costs arising out of or resulting from any breach by Contributor of any warranties responsibilities terms or conditions of this Agreement.
  6. The benefit of this Agreement may be assigned by the Producer to any other third party provided however that the Producer shall remain liable to Contributor for any of the Producer's obligations hereunder.
  7. All rights granted under this agreement shall be irrevocable under any and all circumstances and shall not be subject to reversion rescission or termination. Contributor further acknowledges that any application to enjoin, restrict or restrain the exploitation of the Film, the products of Contributor's Services, the Script and/or any of the rights granted hereunder (or any other such equitable relief in respect of such rights and properties) would be excessively damaging to the Film and the Producer's and third party's interests therein. Consequently, Contributor hereby agrees not to apply for any such relief and accepts that an action in law for the recovery of damages actually suffered by Contributor will provide a full and appropriate remedy for any loss or damage suffered by the Contributor as a result of any breach of this Agreement by the Producer.
  8. In addition, Producer hereby undertakes to provide the Contributor with a credit substantially in the form **JOB TITLE** on all positive copies of the Film. Contributor acknowledges that the size placing and duration of the credit shall be at the sole discretion of the Producer and that inadvertent failure by the Producer and/or any of its distributors or agents shall not be considered a breach of this Agreement.
  9. Contributor hereby warrants and undertakes to Producer that:
    - (i) Contributor is a "qualifying person" pursuant to the terms of the Copyright Designs and Patents Act 1988; and
    - (ii) the products of Contributor's Services hereunder shall, save to the extent provided to Contributor by the Producer or its representatives, be original to contributor and shall not infringe the rights of any third party.
  10. This Agreement constitutes the entire agreement between the parties hereto in respect of the subject matter hereof and supersedes any other agreement between Contributor and the Producer in respect of the subject matter hereof and no terms obligations representations promises or conditions, oral or written express or implied have been made other than those relied upon herein.
  11. This Agreement shall be governed and construed in accordance with English law and the parties hereto irrevocably submit to the exclusive jurisdiction of the English Courts.
- 

#### **Schedule 1**

**Details of the Services**  
**PRE-PRODUCTION WEEK**  
**DATES OF PRE-PRODUCTION.**

**SHOOT DATES**

**POST PRODUCTION  
DATES.**

---

**AS WITNESS** the hands of the parties hereto the day and year first above written

.....  
For and on behalf of  
PRODUCTION COMPANY

.....  
NAME OF CREW MEMBER

**Composer's Agreement**

**YOUR PRODUCTION COMPANY**  
**(Original Score)**

**Producer:**  
**Address, Postcode.**

THIS AGREEMENT is made the    day of month year, BETWEEN **PRODUCTION COMPANY** herein after called "THE COMPANY" which expression includes it's successors in title licensees and assigns

AND **Name of composer** (hereinafter called "The Composer") of  
(address \_\_\_\_\_ )

WHEREAS:

The company is currently engaged in the production of a film called "**TITLE**" ("The Film") and wishes to engage the services of a composer to write, compose and arrange the music and record recordings (as hereinafter defined) to be included in the Film upon the following terms.

NOW THEREFORE IT IS HEREBY AGREED AS FOLLOWS:

1. The Company hereby engages the composer and the composer undertakes to make available his services as hereinafter provided (hereinafter called "the services") on the terms and conditions herein contained.
2. The composer shall compose, arrange and record the music ("The Music") and deliver the recordings to the company.
3. The music and recordings will be wholly original to the composer and will not infringe the copyright or any other right of any person, firm or company.
4. The composer is free to enter into this agreement and that he has the unencumbered right to grant to the company all of the rights and services hereby granted and that no prior contract or agreement of any kind entered into by the composer will interfere in anyway with the proper performance of this agreement by the composer.
5. The composer will indemnify and hold the company harmless against all claims, cost proceedings and demands, losses, damages and expenses arising out of any breach of any of the warranties and

representations and agreements on his part contained in this agreement.

6. That no material composed by the composer, recorded on the recordings will in anyway infringe the rights of any third party.
7. The composer hereby grants to the company (and it's licensees and assignees) on behalf of the composer, and any person whose performances are embodied on the recordings the requisite consents pursuant to the provisions of the copy right Designs and Patents Act 1988 or any similar legislation throughout the world and forever in all media now known or hereafter discovered, without restriction.
8. The composer and all other persons who have performed on the recordings hereby irrevocably and unconditionally waive any and all moral, rental, lending and like rights the composer and such persons may have pursuant to the copyright Design and Patents Act 1988 or otherwise in respect of the recordings the music and the performances embodied thereon.
9. The composer hereby grants to the company (and warrants and undertakes that it is entitled to make such grant.
10. The irrevocable right to issue publicity concerning the composer's services and the product of the services hereunder including the right to use and allow others to use the names, professional names, likeness, photograph and biography of the composer and all musicians featured on the recordings in connection with the music, the recordings and/or the film and the exercise of the rights granted hereunder.
11. The right to license grant transfer or assign without having to obtain any further consents from the composer all or any of it's rights (including without limitation any or all it's rights in the recordings and the music) hereunder and the benefit of this agreement to any third party.
12. As full and final consideration for the services hereunder and for the grant of rights in respect to the music and the recordings contained herein and for all expenses incurred by the composer in arranging the recordings, the company shall pay to the composer the sum of £270 (pounds) receipt of which is hereby acknowledged in respect of the services is and shall represent full and final payment for the services and the entire product of such services and the rights granted to the company hereunder, and shall include any and all residual repeat, rerun, and foreign use, exploitation and other fees and payments of whatever nature due to the composer or the composer by virtue of any guild or trade union agreement.

- 13. The company shall accord the composer on all positive prints, DVDs, and other formats of the film the main credit of composer.
- 14. No casual or inadvertent failure to accord the composer or any other party credit hereunder shall constitute a breach of this agreement.
- 15. This agreement shall be exclusively governed by English law, and the High Court of Justice in England shall be the exclusive court jurisdiction.

**I understand and agree to the above.**

**ACCEPTED AND AGREED:**

---

Print Name:.....

Date:.....



**CAST RELEASE FORM****YOUR PRODUCTION COMPANY****PRODUCER:  
ADDRESS:****DATE:****NAME and ADDRESS:** ..... (“You”,  
“Your”)**PRODUCTION:** Ltd short fiction film “FILM” (“Production”)**FEE:** £ /DAY X days (£FEE)**DEFERRED FEE:** (“Fee”): N/A**BACK – END (% PROFIT):** N/A

You hereby agree as follows:

1. PROD COMPANY has the right to film, tape and photograph you during and in connection with the filming of the Production on the following days, ??? dates for the role of ? and you will receive a credit in line with other cast members.
2. You hereby assign to PROD COMPANY all present and future intellectual property rights and related rights including without limitation, copyright and performer’s property rights and all like rights in and to the Production, to the extent that such intellectual property rights subsist in such Production. Furthermore, You grant all necessary consents under the Copyright, Designs and Patents Act 1988 to PROD COMPANY and its affiliates worldwide to use and exploit all rights assigned to PROD COMPANY under this paragraph 2 forever and throughout the world in any and all media now known or hereafter discovered.
3. You hereby waive unconditionally and irrevocably all moral rights in relation to your appearance in the Production and You shall not assert any moral rights against PROD COMPANY
4. PROD COMPANY shall have the right to assign and/or license the rights (including the Production itself or excerpts thereof) granted to PROD COMPANY under paragraphs 2 and 3 above to third parties after PROD COMPANY has completed the Production, without restriction.
5. Aside from the consideration above, no further consideration shall be payable to you in respect of the exploitation of the filming, taping, photography and/or the Production.
6. You further agree that PROD COMPANY may use and license others to use Your name, voice, likeness and any biographical facts which may have been provided to PROD COMPANY, solely for the purposes of advertising and promoting the Production and/or excerpts thereof. For the avoidance of doubt, no such use is permitted in connection with any commercial tie-ups, merchandising or for the direct or indirect endorsement of any product or service save that commercial sponsorship of any of PROD COMPANY shows shall not amount to a breach of this provision.

- 7. You confirm that to the best of your knowledge, any statements made by you during the filming of the Production will not be obscene or be untrue and will not violate or infringe upon any third party's rights.
- 8. You represent and warrant that: (i) You are free to grant all of the rights granted in this release; and (ii) You will defend, indemnify and hold PROD COMPANY, affiliated, subsidiary and/or related entities and parties harmless from and against any breach or alleged breach of any of Your representations and warranties hereunder.
- 9. This release and all matters or issues collateral thereto shall be governed by the laws of England and Wales. Any dispute will be subject to the exclusive jurisdiction of the English Courts.
- 10. All fees due under this agreement will be paid c/o AGENT NAME OR ACTOR NAME within 7 days of filming on receipt of a valid invoice.
- 11. PROD COMPANY confirm that they are covered by all the necessary employer's liability and public liability insurance and that you will be insured against accident whilst under contract to PROD COMPANY.

**I understand and agree to the above.**

**ACCEPTED AND AGREED:**

\_\_\_\_\_

Print Name:.....

Telephone: ..... Date:.....

**OR**

Signed by an **authorised representative** if you are not signing directly. I represent and warrant that I have full right power and authority to execute this release on behalf of the above named person and shall procure that such person shall be bound by all terms and conditions of this release.

\_\_\_\_\_

Print Name:.....

Company:..... Position:.....

Telephone: ..... Date:.....

**ARTIST'S AGREEMENT**

**DATED:**           The       day of           Month year.

**BETWEEN:**

1.       **YOUR COMPANY** of  
          **Company Address**

The "Producer" which expression shall be deemed to include its successors in title and assigns;

and

2.       **ACTOR NAME** of **ADDRESS OF ACTOR**

(“Artist”)

**WHEREAS:**

- (A)    Producer intends to produce a short film provisionally entitled **“TITLE”** (The “Film”) based on a script **“TITLE”** by **WRITER**;
- (B)    The Producer has engaged Artist to provide certain acting services (the “Services”) (all as more particularly set out in Schedule 1 hereof) in relation to the Film.

**IT IS HEREBY AGREED AS FOLLOWS:**

1.    In consideration of the Producer’s paying to the Artist the Fee (as defined in Schedule 1), Artist hereby:
  - (i) Undertakes to perform the Services to the best of Artist’s skill and ability; and
  - ii) with full title guarantee assigns to the Producer absolutely (and where relevant by way of a present assignment of future copyright) the entire copyright and all other rights of whatsoever nature whether vested, future or contingent in the products of the Services including, without limitation, all performances and literary, dramatic, artistic and musical material contributed by the Artist, if any, to the throughout the universe for the full period of copyright whenever subsisting and all renewals, revivals, reversion, reinstatements and extensions thereof and after that, so far as possible in perpetuity. Artist hereby confirms that the remuneration paid to Artist hereunder includes equitable remuneration for all lending and rental rights and satellite and cable re-transmission rights granted (if any) and shall constitute a complete buy-out of all rights in all media throughout the world in perpetuity.
2.    Without prejudice to the above Artist hereby grants and assigns to the Producer (i) all consents required pursuant to Part II of the Copyright Designs and Patents Act 1988 (as amended) (the “Act”) and any other laws now or in future in force, which are or may be required for the exploitation of the Artist’s performance and Services in any and all media and by any and all means whether now known or hereafter devised throughout the universe (including without limitation by means of the Film and all records and other sound and/or audio visual devices in whatsoever format) for the full period of copyright and (ii) all renewals and extensions thereof and thereafter (insofar as may be or become possible) in perpetuity.
3.    Artist recognises that the Producer has the unlimited right to edit, copy, alter, translate, add to, take from and/or adapt the Services and the Film and hereby waives all rights in and to the products of the Services, the Film or the Script to which he/she is now or may in future be entitled pursuant to Sections 77-85 of the Act and any claims of any kind whatsoever with respect to “moral rights” and author’s rights and rights of a similar nature under the laws of any jurisdiction whether now existing or hereinafter conferred.
4.    All rights granted under this agreement shall be irrevocable under any and all circumstances and shall not be subject to reversion rescission or termination. Artist

further acknowledges that any application to enjoin, restrict or restrain the exploitation of the Film, the products of Artist's Services, the Script and/or any of the rights granted hereunder (or any other such equitable relief in respect of such rights and properties) would be excessively damaging to the Film and the Producer's and third party's interests therein. Consequently, Artist hereby agrees not to apply for any such relief and accepts that an action in law for the recovery of damages actually suffered by Artist will provide a full and appropriate remedy for any loss or damage suffered by the Artist as a result of any breach of this Agreement by the Producer.

5. The Artist shall:
  - (i) perform the Services and, in connection with the Film, render the Artist's services conscientiously and in a competent manner and to the full limit of the Artist's technical, artistic and creative skill as, where and in willing co-operation with such persons as the Producer may require;
  - (ii) promptly and faithfully comply with all directions, requests, rules and regulations of the Producer;
  - (iii) obtain knowledge of and comply with all rules and regulations for the time being in force at such places as the Film is shot, recorded or edited;
  - (iv) not without the written consent of the Producer order goods nor incur any liability nor enter into any commitment, contract or arrangement on the Producer's behalf nor pledge the credit of the Producer nor hold him/herself out as being entitled to do so; and
  - (v) on completion of the engagement, deliver to the Producer all documents and materials of whatsoever kind or nature relating to the Film prepared by the Artist or coming into the Artist's possession.
  
6. Artist hereby warrants and undertakes to Producer that:
  - (a) the Artist is free to enter into this Agreement and to grant to the Producer all rights and consents granted herein;
  - (b) the Artist has not entered into and shall not enter into any agreement or arrangement which would conflict with the terms hereof;
  - (c) the Artist is a "qualifying person" within the meaning of Part 1 of the Act;
  - (d) the Artist shall not at any time commit any act which shall prejudice or damage the reputation of the Producer or the exploitation of the Film or bring the Producer, the Artist or the Film into public disrepute, Artist will not pledge to the credit of the Producer or disclose or supply any information relating to the Film or the Producer or the affairs of the Producer to any third party save for Artist's professional advisors or information which is of a non-confidential nature;
  - (e) the Artist will execute or perform at the Producer's expense any such additional documents or actions as may be reasonably requested of Artist to confirm the assignment hereunder and if Artist fails to do so within 14 (fourteen) days of the Producer requesting the same, Artist hereby irrevocably authorises the Producer to execute such document/s and take such actions in the name and on behalf of Artist as his authorised attorney;
  - (f) the Artist will comply with all rules and regulations in force wherever Artist is required to perform the Services; and
  - (g) the Artist will maintain state of health suitable for performance of Artist's Services.
  
7. Artist agrees to indemnify and otherwise hold the Producer free and harmless from and against all liabilities claims demands damages and costs arising out of or resulting from any breach by Artist of any warranties responsibilities terms or conditions of this Agreement.

8. The benefit of this Agreement may be assigned by the Producer to any other third party provided however that the Producer shall remain liable to Artist for any of the Producer's obligations hereunder.
  9. Producer hereby undertakes to provide the Artist with a credit substantially in the form **ROLE** on all positive copies of the Film. Artist acknowledges that the size placing and duration of the credit shall be at the sole discretion of the Producer and that inadvertent failure by the Producer and/or any of its distributors or agents shall not be considered a breach of this Agreement.
  10. Producer shall be under no obligation to exploit or exhibit the Film or the products of the Services and the Artist hereby releases the Producer from any such obligation. For the avoidance of doubt, such release shall include a release of all claims (if any) that the Artist may be entitled to make against the Producer in respect of any opportunity to enhance the Artist's reputation.
  11. The Artist grants to the Producer the right to and to authorise others to issue publicity concerning the Artist's services in connection with the Film and to use the Artist's name, likeness and biography and the Services in connection with the exploitation of the Film and/or the advertising, publicising, and/or the promotion of the Film and/or the financiers and/or the distributors of the Film but so that, without the Artist's prior written consent, such use shall not suggest that the Artist endorses, recommends or uses any commercial products or services other than the Film and or the said financiers and/or distributors.
  12. The Producer may terminate this Agreement immediately by giving notice to the Artist in the event that the Artist commits any material breach of any of the terms and conditions of this Agreement and fails to remedy that breach (if capable of remedy) within thirty (30) days after receiving notice from the Producer giving full particulars of the breach and requiring it to be remedied.
  13. This Agreement constitutes the entire agreement between the parties hereto in respect of the subject matter hereof and supersedes any other agreements between the Producer and the Artist in respect of the subject matter hereof and the parties acknowledge that no terms obligations representations promises or conditions, oral or written express or implied have been made other than those relied upon herein.
  14. The Schedules attached to this Agreement shall form part of this Agreement and are incorporated herein by reference.
  15. This Agreement shall be governed and construed in accordance with English law and the parties hereto irrevocably submit to the exclusive jurisdiction of the English Courts.
-

**SCHEDULE 1****Details of the Services and the Daily Rate (if any)**  
**(which for the avoidance of doubt form part of the Artist's Agreement)**

Artist's Services shall be provided as follows:

1. The role of: \_\_\_\_\_
2. Rehearsal Period: \_\_\_\_\_ DATES
3. Shooting Period: \_\_\_\_\_ DATES
4. Post-production Period: \_\_\_\_\_ DATES
5. The Fee: The Rate of £ \_\_\_\_\_ per ..... during the Shooting Period only, payable ..... in areas.
6. Artist shall provide Artist's Services on an exclusive first call basis during Shooting Period and non-exclusive basis, subject only to Artist's prior professional commitments notified to the Producer in writing, at all other times.
7. To the extent the Artist's Services are subject to the provisions of the European Working Time Directive (1993/104/EC) (the "Directive") and/or the Working Time Regulations 1998 ("the Regulations") the Artist agrees that for the duration of the Services, the Artist will work such hours as are necessary to fulfil the Artist's obligations hereunder.
8. Artist will perform the Services as and where required by the Producer, willingly and to the best of Artist's skill and ability and subject to the Producer's (or Producer's representative's) direction.

---

**AS WITNESS** the hands of the parties hereto the day and year first above written

.....  
For and on behalf of  
YOUR PRODUCTION COMPANY

.....  
**For and on behalf of**  
ACTOR FULL NAME

**PARENTAL AGREEMENT RELEASE FORM**

**COMPANY NAME**

Address,

PARENTAL AGREEMENT  
RELEASE FORM

Production Title:

Description of

Contribution:

This form confirms that you are happy for your  
Son /daughter, to be filmed whilst taking part in  
This production.

Producer:

Dates of Recording/

Contribution:

Name of

Son/daughter:

Telephone Number:

I agree that the project entitled \_\_\_\_\_ shall be used freely and  
without restriction. And that \_\_\_\_\_ Company are entitled to record  
and/or (with or without editing) to arrange, broadcast and/or distribute in  
any electronic format and permit to be played to audiences throughout  
the world all or any part of my son/daughter's contribution to the above  
production.

Print Name:

Signed by parent/

Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**RELEASE FORM**  
**BACKGROUND ARTISTS**

**COMPANY**

I confirm that I, the undersigned, agree to take part in a video recording made

By \_\_\_\_\_ Company, and that I give permission for the material in which I feature to be incorporated into the "TITLE OF FILM" film, which may be shown publicly.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## SHOOTING SCHEDULE

**TITLE OF FILM**               – (Date )

**CAST**

- 1.
- 2.
- 3.
- 4.
- 5.

**SHOOT DAY 1**

Day - Time- 0800 – 1900    **LUNCH:**

S/R:        S/S:

| Sc | Set/Synopsis | Loc | D/N | Pgs         | Cast |
|----|--------------|-----|-----|-------------|------|
| 1  |              |     |     |             |      |
| 3  |              |     |     |             |      |
| 2  |              |     |     |             |      |
| 23 |              |     |     |             |      |
|    |              |     |     |             |      |
|    |              |     |     | TOTAL PAGES |      |

**SHOOT DAY 2**

Day - time    **LUNCH:**

S/R:        S/S:

| Sc | Set/Synopsis | Loc | D/N | Pgs         | Cast |
|----|--------------|-----|-----|-------------|------|
| 4  |              |     |     |             |      |
| 5  |              |     |     |             |      |
| 6  |              |     |     |             |      |
| 7  |              |     |     |             |      |
| 8  |              |     |     |             |      |
| 9  |              |     |     |             |      |
| 10 |              |     |     |             |      |
|    |              |     |     | TOTAL PAGES |      |

**SHOOT DAY 3**

Day- date- shoot hours    **LUNCH:**

S/R:    S/S:

| Sc | Set/Synopsis | Loc | D/N | Pgs         | Cast |
|----|--------------|-----|-----|-------------|------|
| 11 |              |     |     |             |      |
| 12 |              |     |     |             |      |
| 13 |              |     |     |             |      |
| 14 |              |     |     |             |      |
| 15 |              |     |     |             |      |
|    |              |     |     | TOTAL PAGES |      |

**SHOOT DAY 4****LUNCH:**

S/R: S/S:

| Sc | Set/Synopsis | Loc | D/N | Pgs         | Cast |
|----|--------------|-----|-----|-------------|------|
| 16 |              |     |     |             |      |
| 17 |              |     |     |             |      |
| 18 |              |     |     |             |      |
| 19 |              |     |     |             |      |
| 20 |              |     |     |             |      |
| 21 |              |     |     |             |      |
| 22 |              |     |     |             |      |
|    |              |     |     | TOTAL PAGES |      |

**SHOOT DAY 5****LUNCH:**

S/R: S/S:

| Sc | Set/Synopsis | Loc | D/N | Pgs | Cast |
|----|--------------|-----|-----|-----|------|
| 16 |              |     |     |     |      |
| 17 |              |     |     |     |      |
| 18 |              |     |     |     |      |
| 19 |              |     |     |     |      |
| 20 |              |     |     |     |      |
| 21 |              |     |     |     |      |

|    |  |             |  |  |  |
|----|--|-------------|--|--|--|
| 22 |  |             |  |  |  |
|    |  | TOTAL PAGES |  |  |  |

**SHOOT DAY 6**

**LUNCH:**

S/R: S/S:

| Sc | Set/Synopsis | Loc         | D/N | Pgs | Cast |
|----|--------------|-------------|-----|-----|------|
| 16 |              |             |     |     |      |
| 17 |              |             |     |     |      |
| 18 |              |             |     |     |      |
| 19 |              |             |     |     |      |
| 20 |              |             |     |     |      |
| 21 |              |             |     |     |      |
| 22 |              |             |     |     |      |
|    |              | TOTAL PAGES |     |     |      |

**CALL SHEET**

|   |  |  |               |
|---|--|--|---------------|
| <p><u>PRODUCER:</u><br/><u>DIRECTOR:</u></p> <p style="font-size: 2em; font-weight: bold;"><u>COMPANY</u></p>             | <p style="font-size: 1.5em; font-weight: bold;"><u>TITLE</u></p> <p><u>PRODUCTION OFFICE</u><br/><u>ADDRESS</u></p> <p><u>TEL:</u></p> | <p>CALL SHEET: 1 of 1</p> <p>Day of week DD MM YY</p> <p style="font-weight: bold;"><u>UNIT CALL:</u></p> <p><u>CREW BREAKFAST FROM:</u></p> <p><u>LUNCH FROM: 1</u></p> <p><u>ESTIMATED WRAP: 2</u></p> |               |
| <b>Accomodation:</b>  |  | <b>Conta</b>   | <b>Mobile</b> |
| <b>Location 1:</b><br><b>Location 2:</b><br><b>Weather:</b><br><b>Temp:</b> °C<br><b>Sunrise</b> ☉ :<br><b>Sunset</b> ☿ : |  | 1 <sup>st</sup> AD:<br>Producer:<br>Prod. Coordinator -<br>Production Runner   |               |

**UNIT NOTES:**

| Sc | Set/Synopsis | Loc | D/N | Pgs         | Cast |
|----|--------------|-----|-----|-------------|------|
|    |              |     |     |             |      |
|    |              |     |     | -           | -    |
|    |              |     |     |             |      |
|    |              |     |     |             |      |
|    |              |     |     |             |      |
|    |              |     |     |             |      |
|    |              |     |     |             |      |
|    |              |     |     |             |      |
|    |              |     |     |             |      |
|    |              |     |     |             |      |
|    |              |     |     | TOTAL PAGES |      |

| CAST | ARTISTE | CHARACTER | STAT | ARR | M/UP | COST | TRAVEL | REH | ON SET  |
|------|---------|-----------|------|-----|------|------|--------|-----|---------|
| 1    |         |           |      | -   |      |      |        |     | As req. |
| 2    |         |           |      | -   |      |      |        |     | As req. |
| 3    |         |           |      | -   |      |      |        |     | As req. |
| 4    |         |           |      | -   |      |      |        |     | As req. |

| CROWD c/o     | SCS | M/UP | COST | TRAVEL | ON SET |
|---------------|-----|------|------|--------|--------|
|               |     |      |      |        |        |
|               |     |      |      |        |        |
| <b>TOTAL:</b> |     |      |      |        |        |

| REQUIREMENTS:   |  |
|---|--|
| ART DEPT:   |  |
| CAMERA DEPT:  |  |
| COSTUME / MAKE UP:  |  |
| LOCATIONS:  |  |
| PRODUCTION:   |  |
| RUSHES:   |  |
| SOUND:  |  |
| WALKIE-TALKIES:   |  |
| HEALTH & SAFETY   |  |
| CATERING:   |  |
| Running tea & coffee available throughout the day please. |  |

**ADVANCE SCHEDULE**

| SHOOT DAY : DAY OF MONTH -YEAR - SHOOT HOURS: -<br>Location: |              |     |     |     |      |
|--|--------------|-----|-----|-----|------|
| Sc   | Set/Synopsis | Loc | D/N | Pgs | Cast |
|  |              |     |     |     |      |
|  |              |     |     |     |      |
|  |              |     |     |     |      |



**DELIVERY SCHEDULE**

| Target Date | Date Completed | Task                                    |
|-------------|----------------|---|
|             |                | <b>First Assembly</b>                   |
|             |                |   |
|             |                |   |
|             |                | <b>Rough Cut</b>                        |
|             |                | Feedback on Rough Cut                   |
|             |                | <b>Implement changes on Rough Cut</b>   |
|             |                | Feedback on Fine cut from Commissioners |
|             |                | <b>Fine Cut</b>                         |
|             |                |   |
|             |                | <b>Implement changes on Fine cut</b>    |
|             |                | Final Cut                               |
|             |                | Sound Design Under way                  |
|             |                | <b>Dub</b>                              |
|             |                | <b>Online/Grade</b>                     |
|             |                | Duplications of Digi-betas & DVDS       |
|             |                |   |
|             |                | EPK Ready                               |
|             |                |   |
|             |                |   |
|             |                |   |
|             |                |   |
|             |                |   |
|             |                | <b>Exhibition Plan</b>                  |
|             |                |   |
|             |                | <b>First Festival Application</b>       |

Date:  
Producer:

Producer's  
Signature:



**FILM FESTIVAL INFORMATION LIST**

Most film festivals will ask you for the following information list and it is best you have it **ALL** ready with photos in digital formats before you start applying to any festivals.

**Title:**

**Year:** (of completion)

**Running time:**

**Country:**

**Language:**

**Shooting Format:**

**Screening format:**

**Preview format:**

**Genre:**

**Director:**

**Producer:**

**Script:**

**Music:**

**Credits:**

**Sales:**

**Screening History:**

**Film Rights:**

**EPK/Attachment List:**

**Poster**

**Director**

Still 1

Still 2

Still 3

**2. Director Biography/Filmography:**

**3. Director's statement:**

**4. Synopsis:**

**5. Website:**

**Face book page:**

**Twitter:**

**6. Dialogue list:**

**CREDITS****A PRODUCTION COMPANY Film**

## CAST

Character- ACTOR SURNAME

Character- ACTOR SURNAME

Character- ACTOR SURNAME

Character- ACTOR SURNAME

Smaller parts

Actor Name

Actor Name

## CREW

Director- NAME

Producer-

DOP-

Editor-

Sound Recordist-

Art Director-

Colourist-

1St AD-

Production Coordinator-

Script Supervisor-

Floor Runner-

Focus Puller-

2nd AC/DIT-

Camera Trainee-

Camera Trainee/Runner-

Make-up Artist/Costume Design-  
Unit Photographer-  
Unit Driver-  
Unit Chef-

FACILITIES

Camera Equipment-  
Post Production-  
Radios supplied by  
Transportation-

SPECIAL THANKS TO:

Name

Facilities LOGO

Facilities LOGO

**Contractual Credits**

**Executive Producer**

Filmed on Location

### **INSURANCE STATEMENT OF FACT LETTER**

When you apply for employers and public liability insurance, you will need to give the insurance company a **STATEMENT OF FACT** before they can issue you an insurance policy. A statement of fact usually includes:

1. Total value of the equipment being hired
2. The name of each hire company
3. Value being hired from each company so that the owner's interest can be noted on the policy
4. Dates the equipment will enter and leave your possession

Also, before your crew can be insured, the production must also supply a risk assessment to the insurance company (refer to risk assessment template).

### **BANK NO SET OFF LETTER**

A bank no set off letter is a document you get from a bank to assure your investors/funding body that if the producer run up debts or disappears with the production money, the bank won't pursue the investors or funding body.

I produced a film for the UK Film council short film scheme a few years ago. They insisted on producers obtaining a bank no set off letter before any funding was released for production. My bank had never heard of bank no set off letters and it took 6 weeks of phone calls and emails to get one. If you ever find yourself in a similar situation, it might be useful to show your bank this example of a bank no set off letter. In the UK, Barclays bank Soho branch in London, specialise in film finance and are familiar with unusual filmmaking document like a bank no set off letter.

From: xxxxxx Bank  
[Redacted]

To: PRODUCTION COMPANY & FULL ADDRESS

and

Name of producer ("Producer")

Dated: dd mm yyyy

Dear Sirs/ Madam.

**Bank Account Number:**

**Sort Code:**

**Name: Producer**

In consideration of Producer agreeing to maintain the Account with us as described above in connection with the film entitled "TITLE OF FILM" and with the consent of SP, we hereby agree that we shall neither combine nor consolidate any sum for the time being standing to the credit of the Account with any liability which the Producer or any other person or entity may have to us for the time being, nor exercise any lien over, right of set off or counterclaim against any such sums for any such liabilities.

Yours faithfully,

[Redacted]  
.....  
For and on behalf of xxxxxxx Bank