

## Media Production Proposal Form - Film

<b>GENERAL</b>	
Title of Production	
Name of Production Company	
Principal Address	
Website	
Telephone	
Employers Reference Number (ERN):	
Details of Financiers and Completion Guarantee/Bond Company	
Production Base	
Telephone	
Producer(s)	
Director	
Director of Photography	
Executive Producers	
Line-Producer	
Production Manager	
Production Accountant	
Production Co-ordinator	
<b>FILMING</b>	
Brief Synopsis	
Start and finish of Pre-Production	
Start and finish of Principal Photography	

## Media Production Proposal Form - Film

Number of filming days and/or weeks	
Brief details of proposed location filming <i>(plus the maximum period anticipated to be spent at any one individual location)</i>	
Rough split between exterior and interior filming	
Details of any overseas filming	
Details of proposed studio work	
Details of any proposed second unit photography	
Details of any aircraft scenes	
Details of any marine craft scenes	
Details of any underwater scenes	

## Media Production Proposal Form - Film

Details of scenes involving trains	
Details of scenes involving motor vehicles	
Details of any proposed scenes involving animals, including any continuity exposure	
Details of scenes involving fire, explosions, pyrotechnics or other special effects	
Special Effects Co-ordinator details	
Details of scenes involving stunts	
Stunt Co-ordinator details	
Details of any other scenes of an unusual or hazardous nature	
<b>BUDGET</b>	
<u>Total</u> cost of production	
<u>Total</u> above the line cost	
<u>Total</u> below the line cost	
(A) Story/Script/Development costs	
(B) Music rights/sound rights	

## Media Production Proposal Form - Film

(C) Completion Guarantee fee	
(D) Production fees/overheads	
(E) Contingency	
(F) Post Production Costs	
Estimated Insurable Production Cost <i>(at end of principal photography)</i>	
Estimated below the line cost <i>(at end of principal photography)</i>	
Details of any of the above (A-F) which need to be Insured for Abandonment only	
Approximately, how much of the Contingency will have been spent by the end of principal photography?	
Details of any Deferments within the budget	
Exchange rates being utilised in Production Budget	
Total estimated expenditure in the United Kingdom	
Anticipated expenditure elsewhere <i>(split on a country by country basis)</i>	
Name/percentage involvement of entities providing finance for the production	

## Media Production Proposal Form - Film

CAST	
Names of insured persons ( <i>plus details and their roles or characters</i> )	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> <li>10.</li> </ol>
Details of any insured person aged under 6 years/over 75 years	
Details of any insured person to be deemed an Essential Elements	
Details of any insured person likely to have a Stop Date in their contract	
Any proposed use of prosthetics? If so, please provide details	
PRODUCTION MEDIA	
Details of ALL filming format(s) to be used	
<p>If using <b>film</b>:</p> <ul style="list-style-type: none"> <li>• Which lab will be used?</li> <li>• How frequency will negative processing take place?</li> <li>• How will the negative be transported to the lab?</li> </ul>	

## Media Production Proposal Form - Film

<p>If using a <b>digital format</b>:</p> <ul style="list-style-type: none"> <li>• Please detail or provide copy of full workflow</li> <li>• Will you have a DIT on set?</li> <li>• Details of any facilities company contracted to assist with your workflow (inc post)</li> </ul>	
<b>POST PRODUCTION</b>	
<p>Details of any:</p> <ul style="list-style-type: none"> <li>• special processing: or</li> <li>• editing techniques: or</li> <li>• format change</li> </ul>	
<p>Estimated duration of post-production schedule</p>	
<p>Details of where Post Production will take place</p>	
<p>Estimated date of delivery</p>	
<b>PRODUCTION PROPERTY</b>	
<p>Miscellaneous Technical Equipment</p> <ul style="list-style-type: none"> <li>• Hired In</li> <li>• Owned</li> </ul>	<p>£</p> <p>£</p>
<p>Props, Sets &amp; Wardrobe</p>	<p>£</p>
<p>Production Office Contents</p>	<p>£</p>
<p>Action Motor Vehicles</p>	<p>£</p>
<p>Library Stock</p>	<p>£</p>
<p>Production Money</p>	<p>£</p>

## Media Production Proposal Form - Film

Details of any set builds <i>(including reconstruction time and costs)</i>	
Storage and security details at:  1) filming location(s); or  2) unit base(s)	
Other than standing sets are there any items of props or wardrobe with values in excess of GBP25,000?	
If filming overseas, how will Production Property (camera equipment, props etc) be transported?	
<b>EMPLOYERS LIABILITY</b>	
Estimated total payroll for:  1) British hires  2) US hires (in US)  3) US hires (outside US)  4) Local hires (exc US)	£  £  £  £
Name of employing entity for:  1) British hires  2) US hires  3) Local hires	
Details of any payroll service company being utilised	

## Media Production Proposal Form - Film

PUBLIC LIABILITY	
Limit of cover required	
Details of any expensive locations and estimated filming days	
Estimated maximum number of crowd, at any one time	

Signed .....

Date .....

Name (Please Print) .....

Position .....

**The parties shall rely on the rights and remedies afforded under the Insurance Act 2015**