

# Media Production Proposal Form - Television

<b>GENERAL</b>	
Title of Production	
Name of Production Company	
Principal Address	
Website	
Telephone	
Employers Reference Number (ERN)	
Details of Broadcaster/Financiers	
Production Base	
Telephone	
Producer(s)	
Director	
Director of Photography	
Line-Producer/Production Manager	
<b>FILMING</b>	
Type of programme <i>(Drama Single/Serial/Series, Factual, Entertainment etc)</i>	
Number of episodes and running time	
Brief Synopsis	
Start and finish of Pre-Production	
Start and finish of Principal Photography	
Number of filming days and/or weeks	
Brief details of proposed location filming	
Details of any overseas filming	
Details of proposed studio work	

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Details of any filming involving: <ul style="list-style-type: none"> <li>• Aircraft</li> <li>• Marine craft</li> <li>• Trains</li> <li>• Animals</li> <li>• Special Effects</li> <li>• Stunts</li> <li>• Action Vehicles; or</li> <li>• Underwater filming</li> <li>• Prosthetics</li> </ul> or any other hazardous filming	
<b>BUDGET</b>	
Total cost of production	
(A) Story/Script/Development costs	
(B) Music rights/sound rights	
(C) Production fees/overheads	
(D) Contingency	
Insurable Production Cost	
Abandonment Cost	
<b>CAST</b>	
Names of insured persons ( <i>plus details and their roles or characters</i> )	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
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	

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<b>PRODUCTION MEDIA</b>	
Details of <b>ALL</b> filming format(s) to be used	
If using <b>film negative</b> : <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>	
If using a <b>digital format</b> : <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>	
If using <b>HD tape/disc</b> : <ul style="list-style-type: none"> <li>• How regularly is material going to be duplicated?</li> <li>• Is there any accumulation of material in excess of 5 days? (please detail accumulation and storage arrangements)</li> </ul>	
<b>POST PRODUCTION</b>	
Details of any: <ul style="list-style-type: none"> <li>• special processing: or</li> <li>• editing techniques: or</li> <li>• format change</li> </ul>	

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Estimated duration of post-production schedule	
Details of where Post Production will take place	
Estimated date of delivery (state details of any staggered delivery)	
<b>PRODUCTION PROPERTY</b>	
Miscellaneous Technical Equipment <ul style="list-style-type: none"> <li>• Hired In</li> <li>• Owned</li> </ul>	£ £
Props, Sets & Wardrobe	£
Production Office Contents	£
Action Motor Vehicles	£
Library Stock	£
Production Money	£
Details of any set builds <i>(including reconstruction time and costs)</i>	
Storage and security details at: <ol style="list-style-type: none"> <li>1) filming location(s); or</li> <li>2) unit base(s)</li> </ol>	
Other than standing sets are there any items of props or wardrobe with values in excess of GBP25,000?	

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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	
<b>PUBLIC LIABILITY</b>	
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**

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