

Checklist Film Finances Scandinavia

Please e-mail the below documents and information to karin.wallqvister@filmfinances.se

Step 1, initial documentation prior to letter of intent:

- General production information (see and fill out separate template, Appendix A)
- Script(s)
- Budget (detailed: front sheet + line-by-line costs at account level)
- Financing plan
- Production plan (by weekly in excel; development, pre-production, shoot, post-production*, deliveries*)
- Preliminary shooting schedule (please send ongoing updates)

Step 2, as soon as available:

- Spec. own investment and deferrals incl. attached signed agreements (please find template - Appendix B)
- Cash flow plan (see attached specification Appendix C)
- Cost Report (see attached specification Appendix C)
- Signed financing agreements (co-production, distribution, license, sales agent agreements)
- Collecting agent agreement (if applicable)
- Chain of title incl. signed agreements
- Signed key agreements crew/cast (producer, writers, director, DOP, main cast, essential elements)
- Cast Day out of day (DooD)
- Cast list (at least role name and given name)
- SFX and Stunt breakdowns and quotes from supplier(s)
- Post production and VFX breakdowns and quotes from supplier(s)
- Final and agreed delivery schedules incl. list of delivery materials for each distributor/licensor/broadcaster (see attached example Appendix D)

Step 3, to be able to issue the completion bond:

- Production Insurance Policy letter (please see separate checklist, Appendix E)
- Production bank account information (name, address, account number)
- Production bank account statement
- Incorporation document (Bolagsbevis, F-skattsedel för innehavande år)
- Producer's and director's undertaking (appendix to Secutity sent by FF, signed)
- MMS breakdown in scene order or short script with scene numbers
- Crew list (with contact details)

Step 4, ongoing during pre-production, shoot and post-production please send:

- Pre-production schedule (day by day details)
- Updates in script(s), shooting schedules and/or production plan
- Cost report (see attached specification Appendix C)
- Daily Call Sheets (also to be sent to info@filmfinances.se)
- Daily Progress Reports (also to be sent to info@filmfinances.se) (see attached specification Appendix C)
- Detailed post-production information and time plan (*see attached specification Appendix F)
- Editorial workflow schedule
- Access to dailies
- Risk Assessment(s)