

## **PRODUCTION CHECKLIST**

- Script approvals from all parties having approval rights.
- Legal review/revisions to script.
- Network clearance if national broadcast contemplated.
- Production contract, cleared by legal and signed by the parties, which includes work for hire provisions, production and post-production dates / payment milestones / deliverables.
- SAG/AFTRA/IATSE requirements reviewed (if union shoot).
- Payroll service for talent payments.
- Production insurance with additionally insured / loss payee provisions.
- Location shooting permit filed in advance of production date(s).
- Special use location permits (special FX, exotic animals, after-hours production, etc.).
- Security requirements for location production (local law enforcement / fire marshal participation).
- Location release forms (property owner granting permission to use property and to film/use image).
- Talent agreements for primary spokespersons or hosts (if applicable).
- On-camera talent release forms signed before camera rolls.
- Minor on-camera release forms signed by parent or legal guardian before camera rolls.
- Work permits for minors. States have differing regulations for employing minors in a production. Be sure to check, or have legal counsel check, the applicable laws and regulations regarding working conditions, work hours, and educational requirements.
- Consumer testimonial affidavit / on-camera release that meets FTC requirements.
- Expert testimonial affidavit / on-camera release that meets FTC requirements.

- Producer's affidavit (re: truthful depictions/no undisclosed mock-ups).
- If independent artwork (not created by production personnel) is prominent / easily identifiable in the scene, you may need to obtain a license from the copyright holder. Check with legal counsel.
- If a copyrighted photograph(s) is prominent / easily identifiable in the scene, you may need to obtain a license from the copyright holder. Check with legal counsel.
- Costume Design: You may need to obtain a license for use of logos, trademarks, or copy written material worn by principle characters that are easily identifiable in the scene. Check with legal counsel.
- Music license agreement (note: may require separate negotiation with performers of music for right of publicity).
- First Aid Kit and assign an AD or PA to know its location.