



## **PRODUCTION STANDARD APPROVALS LIST**

Below you will find three lists itemizing the documents that Bell Media requires for approval during pre-production, production and post-production for a commissioned project. Please note that it is a non-exhaustive list and Bell Media reserves the right to require additional deliverables as may be required for each project.

The lists are broken out into the following categories:

- Pre-Production Deliverables
  - Business Affairs Approvals
  - Key Creative Approvals
  
- Production Deliverables
  - Key Creative Approvals
  
- Post Production Deliverables
  - Business Affairs Approvals
  - Key Creative Approvals

## **PRE-PRODUCTION DELIVERABLES**

### **BUSINESS AFFAIRS APPROVALS**

The following documentation (both in short form and long form) is required to be delivered to Business Affairs for approval as soon as reasonably possible.

- ❑ Final budget, on or before the first day of “prep”, in addition to revised budgets as and when revised.
- ❑ Locked, signed and dated budget on or before principal photography.
- ❑ Financing plan
- ❑ Production cash flow
- ❑ Articles of incorporation for parent company(ies) and single purpose company(ies), as applicable.
- ❑ Copies of all chain of title documentation including, but not limited to assignments and underlying rights agreements including but not limited to all writer agreements, option agreements, and/or legal opinion.
- ❑ Key cast and crew agreements. If the project is a continuing series, all key cast agreements shall provide for sufficient option periods for subsequent seasons of the project.
- ❑ Copies of all applicable co-production and joint venture agreements.
- ❑ Copies of all short form and long form production financing agreements including but not limited to:
  - ❑ Distribution agreements (long form when available)
  - ❑ CMF-LFP (long form when available)
  - ❑ CMF-EIP (long form when available)
  - ❑ Interim and/or gap financing agreements
  - ❑ Federal and Provincial tax credit calculations.
- ❑ Copies of all insurance policies, covering all aspects related to the production, naming Bell Media Inc., its parent, subsidiary, related and affiliated companies and their officers, directors and employees and Bell Media’s licensees and assigns as additional insureds.
- ❑ A copy of Errors and Omissions Insurance with coverage commencing on the lesser of the licence term or 5 years.

### **KEY CREATIVE APPROVALS**

The following is required to be delivered to the Bell Media Creative Executive team for approval:

- Bell Media shall have the approval over the following key crew and cast, and Producer must submit resumes, and upon request, demo reels, for each of the following for approval:
  - Directors
  - Writers
  - Principal Cast – audition tapes, demo reels
  - Casting Directors

- Costume Designers
  - Directors of Photography
  - Picture Editors
  - Art Director/Production Designers
  - Music Composer
  - All Music
  - Line Producer
  - Unit Publicist
  - Opening Graphics
  - Production locations
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- Producer must submit each stage of the script for the Production (or each episode if it is a Series) from treatment to final shooting script for notes and approval.
  - All locations envisaged in the shooting script.
  - Technical approvals, including type of camera, shooting method, special effects, and etc.
  - Hair, make-up and wardrobe camera test in studio and on location.

## **PRODUCTION DELIVERABLES**

### **KEY CREATIVE APPROVALS**

The following documentation is required to be delivered to the Bell Media Creative Executive team for approval.

#### **1. Production & Post Production Schedules**

- Production schedule and post-production schedules (including delivery dates of the rough-cuts, fine cuts, promotional reels and the broadcast master(s)). All changes to the delivery schedule must be made in writing and require Bell Media's prior written approval.
- Upon commencement of principal photography, Bell Media staff shall be on the distribution list to receive call sheets, daily production reports, rushes, weekly cost reports, post-production schedules, crew lists, cast lists, script revisions, etc.

#### **2. Rough Cuts, Fine Cuts**

For the Production (or each episode if it is a Series), the following is required:

- Four (4) copies of the rough cut
- Four (4) copies of the fine cut
- Two (2) copies of the locked picture

#### **3. Broadcast Master**

Broadcast Master Materials include the following:

- One (1) high quality HDCAM-SR master tape in the 1080i/59.94 format (1080 lines interlaced 2:1 at a frame rate of 59.94Hz) of the Production (or each episode if it is a Series). The Production (or each episode if it is a Series) will be fully titled, colour graded and be delivered complete with closed captioning and descriptive video. The HD image shall be 4:3 protected whereby all important picture or graphic material falls within the 4:3 safe title area. The appropriate programming ID must be placed at the top of the program and the Bell Media logo at the end of the credits.
- One (1) textless master of the Production (or each episode if it is a Series) (either separately or at the end of the broadcast master).
- Three (3) high quality DVD copies of the Production (or each episode if it is a Series) with stereophonic audio mix and closed or shortened blacks.

#### **4. Graphics & Promotion Materials**

Graphics & Promotion Materials include the following;

- One (1) high quality HDCAM (in the 1080i/59.94 format - 1080 lines interlaced 2:1 at a frame rate of 59.94Hz) colour corrected tape of the Production (or each episode if it is a Series), with either shortened (seven (7) to ten (10) seconds) blacks or closed blacks. Audio tracks

1&2 are to be stereo dialogue, track 3: mono sound effects, track 4: mono music (the "Promotional Master");

- Two (2) high quality DVDs of the Promotional Master(s) with matching visual timecode;
- One (1) copy of either a time stamped B wav or high quality DAT copy of customary production sound effects clean of the dialogue recorded at 48 kHz;
- One (1) copy of either a time stamped B wav or high quality DAT of finished mixed production music track recorded at 48 kHz; and
- One (1) copy of either a time stamped B wav or a high quality DAT of clean dialogue.

## **5. Publicity Materials**

Publicity Materials include the following;

- One (1) high quality HDCAM (in the 1080i/59.94 format - 1080 lines interlaced 2:1 at a frame rate of 59.94Hz) colour corrected tape of the Production (or each episode if it is a Series), with either shortened (seven (7) to ten (10) seconds) blacks or closed blacks ("Publicity Master")
- One (1) DVD of the Publicity Master;
- Per season, a minimum of twenty-four (24) correctly numbered and captioned colour, high-resolution digital jpeg images (for PC) provided on CD ROM that are no less than 300 dpi size and accompanied by contact sheets, comprising gallery shots of all principal actors in character, and a selection of head shots/singles and group shots of various principal actors in character; or the same twenty-four (24) images from first generation 2 ¼ transparencies, correctly numbered and captioned, provided on CD ROM as high-resolution jpeg images (for PC) professionally drum scanned, at no less than 300 dpi at a size of no smaller than that 4x6", but ideally 8X10"; accompanied by contact sheets.
- Per episode, one (1) full set of twenty (20) correctly numbered and captioned colour, high-resolution digital jpeg images (for PC) that are no less than 300 dpi size and accompanied by contact sheets provided on CD ROM (PC format) comprising of production shots of all principal actors in character, reflecting different scenes and headshots; or if shot on 2 ¼ must be delivered as professionally high-resolution jpeg images (for PC) scanned (ideally drum scanned) at no less than 300 dpi at a size of no smaller than that 4x6"; and accompanied by contact sheets (comprising of production shots of all principal actors in character, reflecting different scenes and headshots; to consist of twenty (20) images, correctly numbered and captioned, provided on CD ROM (PC format).
- One complete press kit provided both as a hard copy and saved electronically on CD or DVD. The press kit must include: short description, long description of Production (or each episode if it is a Series); complete biographies of all principal actors and key creative personnel associated with the production; character bios, production notes (including interviews/quotes from cast and producers/writers/director as appropriate on experience of making the film) and summary of the production company and a final complete production list of cast credits for the Production.

## **6. Credits**

A soft copy of the head and tail credits prior to packaging for approval.

## **7. Product Placement**

All product placement, sponsorship and third party promotion is subject to prior approval by Bell Media.

## **8. Related Documentation**

- A program log of the Production (or each episode if it is a Series) including overall running time and commercial break positioning.
- One (1) copy of the final as-produced script of the Production (or each episode if it is a Series), and one (1) copy of each of the synopsis, the logline, the cast and crew list and the final as produced credits for the Production (or each episode if it is a Series).
- Complete and accurate music cue sheets of the Production (or each episode if it is a Series) including, with respect to each musical composition, its title, duration of use, composer, publisher and performing rights society.

## **POST PRODUCTION DELIVERABLES**

### **BUSINESS AFFAIRS APPROVALS**

The following documentation is required to be delivered to Business Affairs for approval:

- One (1) copy of the final cost report and a production audit prepared by a licensed accountant who is an unrelated third party auditor and independent of the producer and the production of the Production, satisfactory to Bell Media within three (3) months of delivery to Bell Media of the Production.
- A copy of the Canadian Radio-television and Telecommunications Commission (CRTC) application for Canadian content certification of the Production by no later than the last day of principal photography, including application for the 100% time credit. Please be advised that Bell Media will only accept Canadian content certification from the CRTC.

NOTE: Bell Media shall have the right to modify the Production Standard Approvals List from time to time without notice.