

Kramer & Kaslow P.C. -- MOTION PICTURE PRODUCTION  
LEGAL CHECKLIST

CLIENT: \_\_\_\_\_  
PROJECT: \_\_\_\_\_

TAB #	ITEM	Person Resp.	COMMENTS & NOTES
<b>OPENING DOCUMENTS</b>			
0	Documents Checklist	Legal	
1	Engagement Letter	Legal	
2	Contact List of Key Personnel	Legal & Producer	
<b>CHAIN OF TITLE</b>			
3	Literary Purchase Agreement	Legal	
4	Assignment of Rights		
5	Copyright Registration (Form PA) of Screenplay		
6	Copyright & Title Reports		
7	Clearance Report		
8	Cleary Opinion Letter		
9	Copy of Approved Screenplay		
10	Writers Agreement		
<b>ENTITY FORMATION DOCUMENTS</b>			
11	<b>CORPORATION:</b> a. Articles of Incorporation b. By-laws c. Sub S Election d. Opening Minutes e. Bank Forms & W-4's f. Certificate of Good Standing g. Tax Certificate	Legal a. ____ b. ____ c. ____ d. ____ e. ____ f. ____ g. ____	
<b>FINANCING DOCUMENTS</b>			
12	Financing Commitment Letter		
13	Credit & Security Agreement		
14	Distribution Agreements (Pre-Sales)		
15	Sales Agency Agreement		

TAB #	ITEM	Person Resp.	COMMENTS & NOTES
16	Security Interest Documents & Filings		
17	Approved Budget		
18	Approved Cash - Flow Statement		
19	Production Bank Accounts (sign. cards & corporate resolutions)		
20	Completion Guaranty		
21	Completion Agreement		
22	Interparty Agreement		
23	Opinion Letter of Production Counsel		
24	Laboratory Pledgeholder Agreement		
25	Laboratory Access Agreement		
<b>GUILD &amp; COLLECTIVE BARGAINING DOCUMENTS</b>			
26	WGA Documents		
27	SAG Documents		
28	DGA Documents		
29	IATSE Signatory Agreements		
<b>PRODUCTION INSURANCE</b>			
30	Errors & Omissions [E&O] Insurance Insurer: Policy Limits: Deductible: Term: Premium:	Producer	
31	Worker's Compensation Insurer: Policy Limits: Deductible: Term: Premium:		
32	Umbrella Insurance Insurer: Policy Limits: Deductible: Term: Premium:	Producer	

TAB #	ITEM	Person Resp.	COMMENTS & NOTES
33	OTHER INSURANCE CHECKLIST: a. Negative film and videotape b. Faulty stock c. Props, sets & wardrobes d. Miscellaneous equipment e. 3 <sup>rd</sup> Party property	Producer	
<b>PRODUCTION AGREEMENTS</b>			
34	Executive Producer Agreement		
35	Producer Agreements [# __ ]		
36	Co-Producer Agreements [# __ ]		
37	Associate Producer Agreement [# __ ]		
38	Director's Agreement		
39	Principal Actor Agreements [# __ ]		
40	Other Actor Agreement a. Deal memo b. Long Form		
41	Freelance & DayPlayer Agreements [ #__ ]		
42	Acting Minors: a. Documentation b. Court Approval		
43	CREW AGREEMENTS: a. Assistant Director b. Editor c. Director of Photography d. Choreographer e. Production Manager f. Line Producer g. Light Designer h. Costume designer i. Still Photographer j. Casting Director	a. ____ b. ____ c. ____ d. ____ e. ____ f. ____ g. ____ h. ____ i. ____ j. ____	
44	Digital F/X Agreement		
45	Mechanical F/X Agreement		
46	Misc Creative/Technical Services		
47	Product Placement Contracts & Releases		
48	Location Agreements		

TAB #	ITEM	Person Resp.	COMMENTS & NOTES
49	Lab Access Letter for Negative Cutter		
50	Negative Cutter Agreement or Deal Memorandum		
51	Camera Use Agreement (e.g. Panavision)		
52	Sound System Agreement (e.g. Dolby)		
53	Screen and P&A Credit Memorandum		
54	Merchandising Memorandum		
55	Revenue (net profit) Participation Memorandum		
56	Film Clip License Agreement		
57	Songwriter Agreement		
58	Composer Agreement		
59	Music: Rights Research		
60	Music: Synchronization Licenses		
61	Music: Master Recording Use License		
62	Music: Performance Guild (to collect royalties)		
63	Copyright Registration of the Picture		
64	MPAA Rating Certificate		
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