TVC Production Specifications & Responsibilities checklist

ANNEXURE 3

commercial producers council

Agency	
Client	
Title	

Responsibility Of:	Agency	Prod Co	Notes
CREW			
Shooting Crew		x	
Stunts & Safety		x	
Product Specialist	x		
Makeup/Hair/Styling		x	
CAST & CASTING			
Casting	x		
Cast Fees	x		
Cast payroll service	x		
Child Employment Clearar	x		
PREPRODUCTION			
Shooting Storyboards			
Office & couriers		x	
Pre-production Crew		x	
LOCATIONS			
Location Fees		x	
Logistics/Traffic Mgmt		x	
Council Permits/Fees		x	
Studio		x	
ART DEPARTMENT			
Animals/Handler/Vet		x	
Wardrobe/Costumes		x	
Props/Dressing/Set		x	
Home Economist		x	
EQUIPMENT			
Camera/Lighting/Grip		x	
Sound		x	
Aerial/Underwater		x	
FILM STOCK/PROCESSING			
Film Stock - 16/35mm film			
Processing			
Digital - SD / HD		x	
Stock Footage			
PRODUCT			
Pack Mockups	x		
Product Supply	x		
Car logistics, prep & ins.	x		

	Agency	Prod Co	Notes
POST PRODUCTION			
Editing Costs		x	
Avid/FCP Hire Costs		x	SD /HD
Rushes Transfer		x	
Negcutting		x	
Colour Grade		x	
Online Compile		x	SD /HD
Visual Effects		x	
Supers/Logo Design	x		
Animation			
Sound Mix/Effects/Restripe	x		
V/O Record	x		
V/O & Audio Talent	x		
Music	x		
FreeTV - CAD Approval	x		
Release Dubs	x		
Original Neg/Digital Data Storage	x		
Agency Mpegs/Cassettes	x		
TRAVEL			
Crew Travel		x	
Crew Hire Cars/Parking		x	
Agency/Client Travel	x		
Talent Travel	x		
Travel Insurance crew/cast/agency/client			
INSURANCES & SUNDRIES			
Negative Insurance		x	
Public Liability Insurance		x	
Cast (Non-Appear) Insurance	x		
Key Person Insurance			
Client Supplied Location/			
Props Insurance		x	
Agency costs due to Re-shoots	x		
Client costs due to Re-shoots	x		
Weather Contingency	x		
Crew Workers Comp		x	
Cast Workers Comp	x		
Agency/Client Workers Comp	x		
OTHER			
Foreign Exchange variations (see notes)			

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