



# Producer's Workbook 4

Co-published by WIFTV and Reel West Productions Inc.

## TABLE OF CONTENTS

### Introduction

Introductions & Acknowledgements  
WIFTV Programs and Events  
Women in Film International

### CH 1: The Production Company

Types of Business Formations  
Managing a Business  
The Business Plan  
Recommended Business Plan Format  
Financing a Company  
*Love and Other Dilemmas*  
GST and the Producer  
A Guide to Reading a Contract  
Associations and Professional Development  
*Like Building a House*

### CH 2: The Script and Development

The Process of Development  
About Writer Agreements  
*A Good Script Shines*  
Writer Agreement Checklist  
Sample Forms and Agreements:  
The Writers Guild of Canada (Producer's Checklist)  
Writers Guild of Canada Voluntary Recognition Agreement  
Notice of Engagement  
Story Editors Agreement  
Option Agreement  
Standard WGC Writer Agreement  
WGC Remittance Form  
The Option Agreement for a Screenplay  
Opinion Letter for a Performance Documentary  
About Life Story Rights Agreements  
Grant of Rights in Literary Property  
Certificate of Authorship  
Pitching the Story  
*The Nightmare Pitch*  
Story Bibles  
Lifestyle Programming  
Factual and Documentary Programming  
Dramatic Productions  
Sample Submission Form  
Sample Development Budget  
Development Agreement from a Broadcaster  
Telefilm Script Development Agreement  
Affidavit for Final Costs Under \$200,000  
*Thoughts on Development*

### CH 3: Financing

Certifying Canadian Content-CRTC, CAVCO,  
National and Provincial Tax Credits  
ISAN  
Canadian Independent Production Incentive Program  
Financing for Film, Video, Television & New Media-CTF, Canada Council, CIDA, Export Development Corporation, Industry Canada, Canadian Studies Program, NFB, Telefilm, Canada New Media Fund,  
Private investment Funds and Public Private Partnerships-Bell Broadcast and New Media Fund, Cogeco Program Development Fund, Independent Production Fund, Quebecor Fund, The Harold Greenberg Fund, MaxFACT Program, Rogers group of Funds, Shaw Rocket Fund, Small Market Local Programming Fund  
Broadcaster, Pay TV, Specialty Channels  
*It Takes a Village*  
Official Treaty Co-Productions & Co-Ventures Guidelines  
International Co-Production & Co-Ventures  
Interim or Gap Financing  
Deferral Agreements  
The Completion Guarantee  
Application Questions From a Completion Guarantee  
Checklist of Documents required  
*Content is Queen*  
Telefilm Investment Agreement for Production

### CH 4: Production

The Heart of the Matter  
Film Industry Unions and Guilds  
Key Department Heads  
Roles in Production  
Roles on the Set  
Working in Canada  
The Director Contract  
Non-Union Director Agreements  
Directors Guild of Canada Agreements  
Sample Deal Memos:  
DGC Director Deal Memo  
Sample Contractor Deal Memo  
Casting Director  
Actor Deal Memo  
ACTRA Contract  
Performer's Time Report  
Filming Outside Canada  
Product Placement  
Archives and Stock Footage





## Producer's Workbook 4

Co-published by WIFTV and Reel West Productions Inc.

### TABLE OF CONTENTS *continued*

#### CH 4: Production cont'd

##### *Production Design*

About Releases  
Sample Release Forms:  
Subject Release  
Extras Release  
Location Contract  
Notice to Residences and Businesses  
Artwork/Image Release  
Sample Production Forms:  
Day out of Days  
Production Budget Forms  
Cash Flow Form  
Crew and Equipment  
Call Sheet  
Daily Production Report  
Petty Cash Envelope  
Production Cost Report  
Cheque Requisition  
Petty Cash Voucher  
Crew List  
Contact List  
Cast List  
Travel Memo  
Production Insurance  
Sample Entertainment Package Applications  
A Guide to Obtaining E & O Insurance  
Sample E & O Policy Applications

#### CH 5: Post-Production

Roles in Post-Production  
Post Considerations During Pre-Production  
Shooting Formats  
Aspect Ratios  
Broadcast  
Shooting Ratios  
Post Considerations During Principal Photography  
Visual Effects  
Titles and Credits  
Sound Design  
Delivery Formats  
The Approval Process  
Rough Cut Screenings  
Test Screenings  
Pickups  
Versioning  
Archiving Implications  
*To Be or Not To Be*  
Standard Delivery Items  
Lab Access Letter  
Music Licensing for Films

Music Guilds and Associations  
Sample Music Cue Sheet  
SOCAN Work Notification Form  
Standard Delivery Items  
Lab Access Letter

#### CH 6: Distribution

Feature Film Distribution  
About Distribution & Licensing Agreements  
Distribution Company List  
Developing Curriculum Materials to Accompany Your Production  
Sample Distribution Acquisition Deal Memo  
The Distribution Agreement  
Sample Distribution Agreement  
Sample Domestic Quarterly Distribution Report  
Sample Distribution Report (by a Foreign Agent)  
Sample Quarterly Report  
*What's a nice woman like you...?*

#### CH 7: Marketing

Publicity and the Producer  
The Press Kit  
Role of the Producer in TV Publicity  
*Ideas to Audience*  
Website Promotion  
Social Media Marketing  
Sample Press Release  
Sample Launch Promotion  
Film Festivals  
Film Markets  
*On Being a Successful Producer*

#### Glossary of Terms & Acronyms

Reference Materials  
On-line References

#### TO PURCHASE THE PW4:

Regular retail price \$125 (shipping not included)

WIFTV: [www.womeninfilm.ca](http://www.womeninfilm.ca) or 604-685-1152

BIZ BOOKS: [www.bizbooks.net](http://www.bizbooks.net) or 604-669-6431

**NOTE:** WIFTV Members can receive a \$25 discount on the regular retail price only when purchasing directly from the WIFTV office.

