

# Regent Endowment Film Delivery & Production Files Checklist

All items must be submitted to your EP at the end of the production:

	<u>Student Initials</u>
<b><u>Materials</u></b>	
All original footage (drives, cards or film).	_____
All original sound recordings	_____
Final Edited Master	_____
<b><u>Reports</u></b>	
Camera Report	_____
Sound Reports	_____
Production Reports	_____
Call Sheets	_____
Clearance Report	_____
Accident/Injury Reports (if applicable)	_____
Film Stock Summary Reports	_____
From the script supervisor:	
Daily Scene Log	_____
Lined Script	_____
Script Supervisor Daily Reports	_____
<b><u>Releases</u></b>	
Talent Releases	_____
Location Release Agreements	_____
Crowd Release Notice (if applicable)	_____
<b><u>Contracts</u></b>	
Independent Contracts/Deal Memo	_____
Assignment or License of Rights (script)	_____
Assignment or License of Rights (original score)	_____
SAG Contracts	_____
Film Permits	_____
Theatrical Permits (for minors)	_____
Stock footage license	_____
<b><u>Miscellaneous</u></b>	
Script	_____
Certificates of Insurance	_____
Music Cue Sheet	_____
Budget	_____
Cast List	_____
Crew List	_____
Contact List	_____
Emergency Forms	_____