



# Production Documents INSTRUCTIONS & CHECKLIST

## INSTRUCTIONS:

Film Releases are an important part of the filmmaking process. Without all of the releases, your brilliant movie could run into legal issues and/or not be screened.



The Checklist below includes all the required paperwork for your film.

Please Note:

- The Team Leader is the person who is responsible for organizing the team's entry into the Project. His or her name should also be the one on all of the release forms where it says "Filmmaker."
- In addition to the Team Leader Agreement, the following forms may be filled out prior to the film weekend:
  - Location Release(s)
  - Waiver & Release Forms
- Two forms are online forms: Team Roster and Wrap Up Form. The rest are fillable PDFs, to be uploaded on the Sunday of the film weekend.
- An electronic signature or a written signature are allowed.

## CHECKLIST:

Be sure to have these documents.

<b>Due BEFORE the Film Weekend</b>	
<b>Team Leader Agreement</b>	
<b>Due SUNDAY of the Film Weekend</b>	
<b>Waiver and Release Forms</b> <i>All cast and crew must sign—as soon as they arrive on set.</i>	
<b>Location Release Form(s)</b>	
<b>Materials Release Form(s)</b> For sound effects, photographs, special effects (including relevant video filters) and other materials.	
<b>Music Release Form(s)</b>	
<b>Certification Statement</b> Certify all work completed in 48 Hours and tell us if you used AI as part of creating your film.	
<b>Team Roster (fill in on-line)</b>	
<b>Wrap Up Form (fill in on-line)</b>	