

# **LED Checklist**

This list is intended to give you a handy way to track the necessary paperwork that is to be submitted to the LED Guidelines.

Please provide the following documentation and information. No production will be considered unless all documentation is complete.

## **Production Materials**

- The contact information of producers, directors and writers on this production.
- Disclosure of all related party transactions such as ALL sources of income in budget (both personal and corporate).
- Insurance certificates and coverage.
- Written assurance that all producers and directors are Canadian Residents and/or Citizens.
- List of all directors, officers and shareholders of Producer and any others with an option to own or control shares.
- A Production Budget. Using the TELEFILM micro-budget system (or other film budget software) list the line items relevant to your project. Include dollar values for donations, deferred services, and volunteer time.
- A Distribution Agreement (CAVCO qualifying), if applicable/available.

## **Script and Creative Materials**

- Copies of the shooting script and synopsis.
- Production Schedule, Day out of Days, Shooting Schedule, Locations List.
- A list, with script page numbers, disclosing all scenes of violence, nudity, semi-nudity, intimate scenes, sexual violence or sexual content.
- A list of all roles to be played by minors with a description detailing special provisions you will be taking. All Minor forms (Appendix 4 & 5) to be completed as per the NFBA and PCPA prior to work date.
- A list of all stunts/fights with a description detailing special provisions being taken. Please be aware that the definition of an action that requires a stunt performer is not necessarily something spectacular. Any action where even a minor injury is a risk should be performed by a stunt double.
- The name of a qualified ACTRA Stunt Coordinator name (required if stunts are to be performed).