

## ACTRA Toronto | Live Event Digital Checklist

NOTE: This checklist is offered as a handy way to track the necessary paperwork to be submitted to ACTRA Toronto and is provided for your convenience only

Please provide the following documentation and information.

**\* No production will be considered unless all documentation is complete. \***

### Preparation of Documents – 15 business days prior to shoot

- 1.** Read the guideline that you are producing under in full.
- 2.** Complete the following ACTRA Signatory documents for the submission portal:
  - a. [LED Letter of Adherence](#)
  - b. [LED Security Agreement](#)
  - c. [Production Form](#)
- 3.** Prepare the remainder of your documents to submit via the submission portal, as follows;
- 4.** Written assurance that all producers and directors are Canadian Permanent Residents and/or Citizens.
- 5.** The contact information of producers, directors, and writers on this production.
- 6.** Disclosure of all related party transactions such as ALL sources of income in budget (both personal and corporate).
- 7.** Insurance certificates and coverage.
- 8.** List of all directors, officers and shareholders of the Producer and any others with an option to own or control shares.
- 9.** A Production Budget. Using the [TELEFILM micro-budget](#) system (or any other film budget software) list the line items relevant to your project. Include dollar values for donations, deferred services, and volunteer time.
- 10.** A Distribution Agreement (CAVCO qualifying) if applicable/available.
- 11.** Copies of the shooting script and synopsis.
- 12.** Production Schedule, Day out of Days, Shooting Schedules, Locations List.
- 13.** A list, with script page numbers, disclosing all scenes of violence, nudity, semi-nudity, intimate scenes, sexual violence or sexual content.



- 14.** 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.
- 15.** 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
- 16.** The name of a qualified ACTRA Stunt Coordinator (required if stunts are to be performed).
- 17.** The name of an Intimacy Coordinator (if there are scenes of an intimate nature or nudity/partial nudity to be performed).