

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 – 3 weeks prior to shoot

- Read the guideline that you are producing under in full.
- Complete the following ACTRA Signatory documents for the submission portal:
 - [Voluntary Recognition Agreement](#)
 - [Security Agreement](#)
 - [Production Form](#)
- Prepare the remainder of your documents to submit via the submission portal, as follows;
- Written assurance that all producers and directors are Canadian Permanent Residents and/or Citizens.
- List of all directors, officers, and shareholders of Producer and any others with an option to own or control shares.
- Copy of incorporation papers (if Engager is an incorporated entity)
- The contact information of producers, directors, and writers on this production.
- Production Budget. Using the CAVCO/TELEFILM budget system (or other film budget software), list the line items relevant to your project. Include dollar values for donations, in-kind, deferred services, and volunteer time.
- 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, intimacy or sexual content, and the name of your Intimacy Coordinator (if you are engaging one).

- A list of Principal and Actor roles available in your project and the approximate number of shooting days required for each role. Include the total number of Performer Workdays. Include copies of character breakdowns and state Principal and Actor category.
- Number of days where Background Performers are required. Description of role of background character and breakdown.
- A list of all roles to be played by Minors with a description detailing special provisions you will be taking. All Minors forms (Appendix 14 of the IPA) to be completed as per the IPA prior to work date.
- A list of all stunts 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 for something spectacular. Any action where even a minor injury is a risk should be performed by a Stunt Double.

Other paperwork requirements | 1 – 2 weeks prior to shoot

- Commercial liability insurance for \$2M coverage per the requirements in Appendix A of the guideline.
- Either WSIB or workers compensation equivalent insurance. You may obtain this insurance through WSIB if you have no stunts, or if you do have stunts, the Accident on Set (AoS) plan; please visit www.accidentonset.com for more information. Please note, AOS requires a minimum of **two business days** to process the paperwork. You will not be able to shoot without a valid or equivalent workers compensation insurance certificate in place.
- The name of a qualified ACTRA Stunt Coordinator (required if stunts are to be performed).
- The name of an Intimacy Coordinator (if you will be engaging one).
- Security Bond (per the calculation provided by your assigned ACTRA Business Representative).
- Administration fees per guideline requirements.
- A copy of your COVID protocols, inclusive of your testing plans.