



FEATURE FILM MARKETING FUND

Mandatory Documentation Checklist

All documents must be versioned, dated, and signed, if applicable.

Items #1-5 must be included in the online application under the Supporting Documentation tab at the time of submission for the analysis of the funding request.

- 1) Detailed event budget (*locked and dated*).
- 2) Signed commitment letters from all funders (*including declaration of producer investment, if applicable*).
- 3) Marketing plan specific to the event, covering the following:
 - (a) Specific goal(s) for attending the event.
 - (b) Target audience – buyers/distributors, sales agents, programmers, media (*list of people/companies you are targeting and the basis for selecting them*).
 - (c) Specific and measurable outcomes to be achieved.
 - (d) Description of activities covered by the budget to be completed during the event.
- 4) Drafts of marketing materials to be used at the event (*if available*).
- 5) One copy of the completed project.

MANITOBA FILM & MUSIC may request additional application materials to complete the analysis of an application.

APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL REQUIRED DOCUMENTS ARE RECEIVED BY MANITOBA FILM & MUSIC.