

PITCH READINESS PROGRAM FOR MULTI-EPIISODE PRODUCTIONS

Mandatory Documentation Checklist

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

Items #1-9 and i (if applicable) 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 story outline and pre-market project description.
- 2) Detailed budget (*locked and dated*).
- 3) Signed commitment letter(s) for the balance of the pre-market development funding.
- 4) Pre-market development schedule.
- 5) Detailed cast & crew list (*if applicable: for example, if a proof of concept is identified as a deliverable; indicate provincial residency if Canadian or country if non-Canadian*).
- 6) Resumes for key creative positions.
- 7) Market readiness and pitch strategy (*an overview of the intended pitch targets including broadcasters, distributors and platforms, target audience, and anticipated market potential*).
- 8) Chain of title summary and documentation indicating project ownership.
- 9) Co-development agreement between co-producers (*if co-developing*).

Additional document required for “web only” projects:

- i. Next steps. (*Identify plan regarding financing, marketing, distribution and maintenance strategies unique to web series development*).

Items #10-21 are required to go to contract.

- 10) Fully executed agreements for key creatives (*i.e. writer, director, story editor, as applicable*).

- 11) Signed long-form agreements for all financial participants (*if applicable*).
- 12) Void cheque for account through which all expenses will be paid.
- 13) Banking resolution showing cheque signing authority for the account.

Items #14-18 are required to be uploaded to Applicant Profiles for all companies involved including the Applicant Company, Co-Production Companies and Parent Companies:

- 14) Business registration/articles of incorporation.
- 15) Resolution of board of directors (*indicating list of directors, officers, voting shareholders, and contract signing authority*).
- 16) Most recent copy of the annual corporate return of information (*if incorporated more than one year*).
- 17) Most current financial statements (*parent company statements if newly incorporated*).
- 18) Production company bio/experience.

Where applicable:

- 19) Information on commercial success of the work (*if based on previous work*).
- 20) The original work (*if applicable*).
- 21) Any other relevant information.

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.