



# Production Documents INSTRUCTIONS & CHECKLIST

## INSTRUCTIONS:

Film Releases are an important part of the filmmaking process. Without all of the releases, your brilliant movie could run into legal issues and/or not be screened.

The Checklist below includes all the required paperwork for your film.

### Please Note:

- The Team Leader is the person who is responsible for organizing the team's entry into the Project. His or her name should also be the one on all of the release forms where it says "Filmmaker."
- Two forms are online forms: Team Roster and Wrap Up Form. The rest are fillable PDFs, to be uploaded on the Sunday of the film weekend.
- An electronic signature or a written signature is allowed.
- Your film is due by 7:30 pm; paperwork is not due until midnight.

## CHECKLIST:

Be sure to have all these items completed to submit on Sunday.

<b>Due BEFORE the Film Weekend</b>	
<b>Team Leader Agreement</b>	
<b>Due SUNDAY of the Film Weekend</b>	
<b>Certification Statement</b>	
<b>Location Release Form(s)</b>	
<b>Materials Release Form(s)</b> For sound effects, photographs, special effects (including relevant video filters) and other materials.	
<b>Music Release Form(s)</b>	
<b>Team Roster (fill in on-line)</b>	
<b>Waiver and Release Forms</b> ▪ <i>All cast and crew must sign</i>	
<b>Wrap Up Form (fill in on-line)</b>	