



PRODUCTION INFORMATION

In addition to submitting your production elements (i.e., your screenplay or teleplay(s), budget, cash flow schedule, shooting schedule and post-production calendar), please furnish the following information, documents and reports to UniFi's Production Department by email to Michael Levine at mike@unifibonds.com with copies to Beth DePatie at beth@unifibonds.com and Max Mangel at max@unifibonds.com. All items must be in English.

I. Before Start of Principal Photography

- Cast, crew and contact lists
- Insurance certificates and endorsements (UniFi's Business Affairs Department will send you the requisite Basic Insurance Coverages, which is also available in the Downloadable Forms section on our website at www.unifibonds.com)
- Cast log showing full coverage without exclusions or increased deductibles for each key cast/crew member
- Head of Department budgets (upon request)
- Storyboards (if applicable)
- Vfx (if applicable) – detailed shot lists, vendor bids and deal memos or contracts
- Production bank account(s) details, signatory cards and statements (upon request)
- Trial Balance and/or General Ledger (upon request)
- Other information or documents (upon request)

II. During Principal Photography and Post-Production

- Schedules (all schedules issued, including one line and any prep schedules)
- Daily call sheets
- Daily wrap reports
- Daily production reports
- Weekly cost reports (monthly during post-production)
- Other indicators of production progress (upon request)