



PRODUCTION INFORMATION

In addition to submitting your production elements (i.e., (a) for live-action productions: your screenplay or teleplay(s), budget, cash flow schedule, shooting schedule, and post-production calendar, and (b) for animation productions: your master episode “waterfall”/timeline to include prep, production and post-production periods and your master budget to include each episode line-item breakdown, if applicable, and cash flow schedule), 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 list of mandatory Basic Insurance Coverages, which is also available to download online at <http://www.unifibonds.com/forms/>)
- Cast log showing full coverage without exclusions or increased deductibles for each key cast (if applicable for animation) and crew member
- Head of Department budgets (upon request) (Live Action only)
- Storyboards (if applicable)
- VFX (if applicable) – detailed shot lists, vendor bids (minimum three), 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 (for Live-Action Productions)

- Shooting 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)
- Post Production Schedule
- Trial Balance and/or General Ledger (upon request)
- Other information or documents or indicators of production progress (upon request)
- Updated Project-Specific Safety Plan

III. During Prep, Production, and Post-Production Periods (for Animated Productions)

- Bi-Weekly Updated Master Episode Timeline/Calendar (sometimes referred to as a “Waterfall” and including each of the following: Script, Storyboard/Animatic, Animation, Edit, Sound, Post, Delivery) to show the current progress of production of the feature or each episode in a series
- Bi-Weekly cost reports to include in-house and contracted Labor plus all other associated production costs
- Free license to access your production tracking and management platform (e.g., Shotgun)
- Facilities and Staffing reports (upon request)
- Trial Balance and/or General Ledger (upon request)
- Other information or documents or indicators of production progress (upon request)