

Below you will find three lists itemizing the documents that Allegheny Image Factory requires for approval during pre-production, production and post-production for a television commercials. Please note that it is a non-exhaustive list and Allegheny Image Factory reserves the right to require additional deliverables as may be required for each project.

The lists are broken out into the following categories:

- Pre-Production Deliverables
- Key Creative Approvals
- Production Deliverables
- Key Creative Approvals
- Post Production Deliverables

### **PRE-PRODUCTION DELIVERABLES**

The following documentation is required to be delivered to AIF Executives for approval as soon as reasonably possible.

- Final budget, on or before the first day of “prep”, in addition to revised budgets as and when revised.
  - This budget should allot for the cost of all tape Mastering and Closed Captioning (if applicable).
- Locked, signed and dated budget on or before principal photography.
- Production cash flow
- Articles of incorporation for parent company(ies) and single purpose company(ies), as applicable.
- Copies of all applicable co-production and joint venture agreements.
- Copies of all insurance policies, covering all aspects related to the production, naming Allegheny Image Factory Inc., its parent, subsidiary, related and affiliated companies and their officers, directors and employees and Allegheny Image Factory’s licensees and assigns as additional insureds.

### **KEY CREATIVE APPROVALS**

The following is required to be delivered to the Allegheny Image Factory Creative Executive team for approval:

- Allegheny Image Factory shall have the approval over the following key crew and cast, and Producer must submit resumes, and upon request, demo reels, for each of the following for approval:
  - Directors
  - Writers
  - Directors of Photography
  - Picture Editors
  - Music Composer
  - All Music
  - Line Producer
  - Opening Graphics
  - Production locations

## **PRODUCTION DELIVERABLES**

### **KEY CREATIVE APPROVALS**

The following documentation is required to be delivered to the Allegheny Image Factory executives for approval.

#### **1. Production & Post Production Schedules**

- Production schedule and post-production schedules (including delivery dates of the rough-cuts, fine cuts, promotional reels and the broadcast master(s)). All changes to the delivery schedule must be made in writing and require Allegheny Image Factory's prior written approval.
- Upon commencement of principal photography, Allegheny Image Factory staff shall be on the distribution list to receive call sheets, daily production reports, rushes, weekly cost reports, post-production schedules, crew lists, cast lists, script revisions, etc.

#### **2. Rough Cuts, Fine Cuts**

For the Production, the following is required:

- Four (4) copies of the rough cut (DVD)
- Four (4) copies of the fine cut (DVD)
- Two (2) copies of the locked picture (DVD)

#### **3. Product Placement**

All product placement, sponsorship and third party promotion is subject to prior approval by Allegheny Image Factory.

## **POST PRODUCTION DELIVERABLES**

The following documentation is required to be delivered to AIF executives for approval:

- See the "High-Definition and Standard-Definition Specs and Deliverables for Commercials."