

DOCUMENT 5

CHECKLIST AGENDA FOR A PPM

- Script (legality)
- Scenario and storyboard
- Director's interpretation
- Casting a) leading role b) supporting actor
- Styling
- Set decoration Search/location stills
- Props
- Postproduction
- Explanation of responsibilities
- Titles / special effects
- Versions
- Cinema versions
- Music
- Voice-over(s)
- Hand artist / stand-in / extras
- Stunts / stunt-driver / other specialized personnel
- Special models
- Test shooting/recording
- Animals / supervision by veterinarian
- Products, special packs and mock-ups
- Special effects
- Food and its material facilities
- Copyright-permissions
- Planning
- Stills photograph
- Subtitles
- Visa / work permissions – national/international
- Permission shooting locations
- Security and protection
- Insurance – Weather day insurance

Address studio

Location

Divers

The communication agency TV-producer is responsible for the distribution of the approved PPM contact reports. These reports will be approved by the communication agency TV-producer, the Production company producer and the advertiser before the shooting/ recording starts.