



Deliverables For a ScreenHI Production

If you are hiring a camera as a ScreenHI Production or receiving support from ScreenHI for your production we would expect the following from you. Please use this list while planning and build it into your production schedule. Use the templates provided to supply deliverables, information supplied in the body of an email will not be accepted.

1. **Treatment of idea** (in advance of kit hire or commitment from ScreenHI)
2. **Script** (in advance of shoot)
3. **Production Schedule** (to be supplied at time of kit hire and updated throughout production)
4. **Filming Schedules** (for all filming blocks prior to each filming block)
5. **Risk Assessments** (for all filming blocks prior to each filming block)
6. **Programme paperwork** (must have full details of any third party copyright used and clearances, to be supplied once film is complete and finished in post production)
7. **Written blog** (daily, weekly or monthly depending on production – to be agreed) for publication on www.screenhi.co.uk
8. **ScreenHI credit with logo on final film.**

Physical materials to be delivered within 2 weeks of film finishing post production:

9. **10 x Publicity stills from location** – these should include any on screen talent, be relevant to the film, a mixture of close ups, portrait and landscape and most importantly be interesting!
10. **Press release** (incl the facts – where film is screening, duration, why, brief synopsis, who, etc)
11. **Spec sheet** of basic information about the film, ie synopsis, duration, credits. (template available from ScreenHI)
12. **2 x DVDs of final film.**
13. **Completed Practitioner Profile** form for publication on www.screenhi.co.uk (form available from ScreenHI)