



## PITCH READINESS PROGRAM FOR MULTI-EPISEDE PRODUCTIONS

### MANDATORY DOCUMENTATION

All documents must be versioned, dated and signed if applicable.

**Items #1-11 and i (if applicable) must be included in the online application under the Supporting Documentation tab at the time of submission for the analysis of the funding request.**

- 1) Detailed story outline and pre-market project description.
- 2) Detailed budget (locked, signed and dated).
- 3) Signed commitment letter(s) for the balance of the pre-market development funding;
- 4) Pre-market development schedule.
- 5) Detailed cast & crew list (if applicable - for example if a proof of concept is identified as a deliverable).
- 6) Resumes for key creative positions.
- 7) Pitch plan (an outline of the strategy and scope of the pitch to national and international broadcasters and distributors - identify those that will be targeted).
- 8) Funding plan (an outline of the strategy for securing financing for the eventual development and production phases of the project. Include any relevant information pertaining to the plan for attracting distributor investment and/or, in the case of web series, sponsorships).
- 9) Marketplace readiness plan indicating target audience and market potential.
- 10) Complete chain of title documentation.
- 11) Co-development agreement between co-producers (if co-developing).

#### **Additional document required for “web only” projects:**

- i. Next steps (identify plan regarding financing, marketing, distribution and maintenance strategies unique to web series development).

#### **Items #12-19 are required to go to contract.**

- 12) Signed long-form agreements for all financial participants (if applicable).
- 13) Void cheque for account through which all expenses will be paid.
- 14) Banking resolution showing cheque signing authority for the account.

**Items #15-19 are required to be uploaded to Applicant Profiles for all companies involved including the Applicant Company, Co-Production Companies and Parent Companies:**

- 15) Business registration/Articles of incorporation.
- 16) Resolution of board of directors (indicating list of directors, officers, voting shareholders, and contract signing authority).
- 17) Most recent copy of the annual corporate return of information (if incorporated more than 1 year).
- 18) Most current financial statements (parent company statements if newly incorporated).
- 19) Production Company Bio/Experience.

**Where applicable:**

- 20) Information of commercial success of the work (if based on previous work).
- 21) One copy of original work (if applicable).
- 22) Any other relevant information.

**MANITOBA FILM & MUSIC may request additional application materials in order to complete the analysis of an application.**

**APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL REQUIRED DOCUMENTS ARE RECEIVED BY MANITOBA FILM & MUSIC**