



REVIEW PROCEDURE

This legal checklist has been prepared by the entertainment law firm Lussier & Khouzam for the Independent Production Fund. For more information on Lussier & Khouzam's special rates for webseries, please visit www.lussierkhouzam.com



Title of the production: _____

Name(s) of the producer(s): _____

Name of your lawyer: _____

Name of the firm: _____

PERSONS OR CHARACTERS

1. Will the name or image of real-life persons be used in the production? yes no

If yes, have releases been obtained from these people or their parents or guardians (if the person is a minor)? yes no

2. Will the name or image of deceased people be used in the production? yes no

If yes, have releases been obtained from their representatives or successors? yes no

3. Is it possible that a person may recognize him- or herself even if you do not use his or her name or image in the production? yes no

4. In case of a work of fiction, have the characters' names been adequately checked to avoid any resemblance or similarity to real-life people, namely regarding:

Their profession or work? yes no

Where the story takes place? yes no

Describe the extent of the research.

N.B. Characters that have either first names or last names only can generally be used unless they are animated characters (ex. Bill, Mrs Larose, etc.)

TRADEMARKS

5. Will trademarks, logos, initials or corporate names be visible on screen? yes no

If yes, have authorizations been obtained from their owners for their use? yes no

N.B. The mere mention in the dialogue of a corporate name or trademark without pejorative connotation is usually acceptable.

6. Will fictitious trademarks be created for the needs of the production? yes no

If yes, have these trademarks been adequately checked to avoid confusion with pre-existing trademarks? yes no

Describe the extent of the research.

N.B. Please note that if you create original logos, unless permission has been obtained for this purpose, they should not use distinctive elements of pre-existing trademarks (logos, lettering, color scheme, etc.)

7. Is the production using location shooting? yes no

If yes, does your location contract provide for the use of trademarks and trade names? yes no

8. Will official police uniforms or insignia be visible on screen? yes no

If yes, have authorizations been obtained for their use? yes no

N.B. It is generally advisable to avoid using badges and other distinguishing marks of an official police uniform or other existing uniform unless it is rented according to the usual rental agreements.

MUSIC

9. Have all music rights been cleared relative to :

Original composition? yes no

Synchronization? yes no

Public performances? yes no

10. If original music has been commissioned, has an indemnity provision against third party claims been obtained from the composer? yes no

FILM CLIPS (AUDIOVISUAL)

11. Will any film clips or archived material such as footage or pictures be used in the production? yes no

If yes, have all licenses and authorizations been obtained from the right-holders (including music and performing rights or people appearing in a film clip, for example)? yes no

OTHER WORKS PROTECTED BY COPYRIGHT

12. Will protected works be visible on screen (e.g. artworks, paintings, posters, photographs, sculptures, public art, books, newspapers, magazines, plays, dances, public performance, etc.)? yes no

If yes, have licenses or authorizations been obtained from their right-holders? yes no

13. Will your art department be creating wholly original works for the purposes of production? yes no

If these works feature material of pre-existing works, have authorizations or licenses been obtained from the right-holders of these works? yes no

Describe your method.

***N.B.** Remember that if you create original works, unless permission has been obtained for this purpose, it should not use distinctive elements of pre-existing works.*

RIGHTS TO REPUTATION AND PRIVACY

14. Will you refer to public personalities or non-public persons in the production (e.g. politicians, actors, singers, specific citizens, etc.)? yes no

If yes, is there a possibility that the circumstances in which these people are represented, or that the statements made about them could constitute a breach of their reputation or their privacy rights? yes no

15. Will the telephone numbers, street addresses and license plates that may be visible on screen be fictitious? Have they been adequately checked? yes no

Describe the extent of the research.

CHAIN OF TITLES

16. Is the production adapted or inspired from an existing work or is the production derived from an existing concept? yes no

If yes, have you obtained all rights, title and interest, and warranties on the existing work or concept required for the exploitation, distribution and promotion of the production, on all projected platforms? yes no

17. Have you concluded a scriptwriting contract? yes no

Does this contract include all licenses or assignments, and warrantees required for the exploitation, distribution and promotion of the production, on all projected platforms? yes no

Has this contract been concluded under applicable collective agreements? yes no

18. Have you concluded a director agreement? yes no

Does this contract include all licenses or assignments, and warrantees required for the exploitation, distribution and promotion of the production, on all projected platforms? yes no

Has this contract been concluded under applicable collective agreements? yes no

19. Have you concluded actor contract(s)? yes no

Do these contracts include all licenses or assignments, and warrantees required for the exploitation, distribution and promotion of the production, on all projected platforms? yes no

Have these contracts been concluded under applicable collective agreements? yes no

Describe your method.

Has your lawyer supervised the above mentioned review procedure and approved the answers that have been given? yes no

Date of signature : _____

Signature: _____
(authorized representative)

This fully executed form must be submitted to the Bell Fund with an accompanying legal letter documenting the lawyer's risk assessment.