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PROPOSAL FORM FOR BBC PRODUCTION INSURANCE

PLEASE COMPLETE THIS DOCUMENT TO THE BEST OF YOUR ABILITY. FAILURE TO PROVIDE THE APPROPRIATE RESPONSES WILL RESULT IN A DELAY OF DOCUMENT ISSUE.

Title of Production.....

BBC Commissioning Department/Region.....

BBC Business Affairs Manager **(BBC SAP Code)**.....

Production Company.....

Contact details (name, address, phone, fax, e-mail – Room number if BBC)
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.....

Names of financiers of the production i.e. 100% BBC
.....

Cover from..... **To**.....

Pre-production start & finish.....

Start and finish of principal photography.....

Start and finish dates of post-production.....

Estimated final delivery date.....

Insurable production cost
(excluding; production fees, overheads, contingencies and insurance premium)

Producer..... **Director**.....

Production description (series, pilot, running time, number of episodes etc)
.....

Production Type (drama, documentary, reality TV and a brief description of content)
.....

Scheduled number of filming weeks/ days.....

Studio Filming? Please provide details.....
(location, no. of days etc)

Location Filming? Please provide details
(location, no. of days etc)

Format/Film Type..... **Type of Film**(Kodak, Fuji, Agfa).....

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Stock test to be carried out? Y / N or Playback Facilities Available? Y/N

Laboratory details (if applicable).....

Process Freq (if applicable).....Transport to lab (if applicable).....

Are any special cameras being used (i.e motion control, etc).....

Will any archive or library footage be used in the programme? How many minutes?.....

Equipment hired? Y / N Hired from.....

.....
.....
(Please forward lists of the dry hired equipment to be insured)

Any props valued in excess of £5,000? Details.....

Hired from.....

Where will props/wardrobe/equipment be stored?

Estimated time to reconstruct any sets.....

Does filming involve any special effects?.....

.....

Any Non-UK filming? Y / N Details/Dates.....

.....

Frequency of rushes while filming abroad and transport details.....

Any filming involving animals?.....

Does filming involve action vehicles, marine craft, aircraft or trains?.....

Any covert or unauthorised filming or work in a 'war zone'?

Maximum sum of cash in your possession at any one time.....

Any hazardous or dangerous filming? Details of any stunts

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Does the production budget include delivery to the BBC of any other media i.e. Pod casts, web content etc?

Please provide details.....

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