

PREMIUM DEVELOPMENT SUBMISSION CHECKLIST

This information sheet lists the documentation for Premium Development (the development strand of Premium Productions for International Audiences Fund) Ara Ki Te Puna Kairangi (**Premium Development**) that is required for submission. Applications must be done online through the New Zealand Film Commission portal. There is only one application form to submit your project for Premium Development, regardless of the format of your project. The application may be to either a Feature Film, a Single Episode Programme or a Series Production (**“Eligible Formats”**). Please select in the application the format relevant to your project. The required documentation must be provided in order to be eligible (unless otherwise specified).

Please make sure that you have read the [Premium Development Guidelines](#), the [Premium Fund Terms of Trade](#) and the [Premium Fund FAQ](#) published on the NZFC website page of the Premium Fund.

GENERAL ELIGIBILITY

- Applicant must be a New Zealand citizen or permanent resident
- Applicant must be the New Zealand producer (or one of a team of producers) of the project and have a ‘produced by’ credit in one of the eligible formats, that has been commercially released
- If the applicant’s ‘produced by’ credit is not in the format you are applying under, the producing team must include someone who has a ‘produced by’ credit in the format you are applying for
- be a New Zealand company that is an established NZ screen business
- Project is one of the three Eligible Formats
- Project has, or will have, a ‘significant New Zealand content’ as defined by the New Zealand Film Commission Act 1978 (See Premium Fund Terms of Trade)
- Applicant has all, or has the ability to obtain all, the necessary rights in the project (including the intellectual property rights) needed to develop, produce, make and exploit the project. *(NB: In the case of a co-production applicant may share ownership of the rights)*
- Applicant should not have outstanding report(s) or deliverables owed to the New Zealand Film Commission, New Zealand On Air and/or Te Māngai Pāho
- Applicant should not be in breach of any contract(s) with the New Zealand Film Commission, New Zealand On Air and/or Te Māngai Pāho
- Applicant has submitted all required information and documentation as outlined in this Submission Checklist and the *Premium Development Fund Guidelines*
- All Information and documentation submitted meets the requirements of the *Premium Fund Terms of Trade*

CONTENTS OF YOUR FEATURE FILM OR SINGLE EPISODE PROGRAMME APPLICATION

CREATIVE MATERIAL

REQUIRED FOR ALL SINGLE FORMATS:

- Narrative about how the production would deliver to each of the Premium Fund Criteria

OPTIONAL FOR ALL SINGLE FORMATS:

- Four-minute creative video pitch by the team
- Visual materials eg a mood or look-book
- An animatic
- Material reflecting any diversity and inclusion factors the production is taking into account
- Director attached
- Director's vision statement

REQUIRED FOR DRAMA:

- Complete Draft script that complies with industry standards
- Logline that accurately reflects the story of the project
- One-page synopsis that accurately reflects the key characters, genre and story of the project, and includes the ending
- Writer's notes analysing submitted draft and outlining future development
- Project development history
- Bio of Script Editor or Consultant (if using) and their written confirmation of availability
- Detail of script research to be carried out using the Fund
- Detail of location research which can be carried out for packaging purposes only

REQUIRED FOR DOCUMENTARIES:

- An advanced story treatment
- A sizzle, trailer or character reel
- Logline
- Synopsis detailing the central question to be explored
- Director attached
- Director's vision statement
- Producer's overview including development history, assessment of current stage, next steps forward, the documentary's relevance to *now*.
- Detail of archive footage research to be carried out.

REQUIRED FOR ANIMATION PROJECTS:

- Narrative Elements (10-20 pp) including:
 - Introduction (title and representative image of the project, format, detail of technique)
 - Synopsis
 - Treatment (detailed description of the story and key characters)
 - Concept (graphical & musical treatment, world, atmosphere, references)
 - Project development history (origin, aims/intentions)
 - Outline of the project's current phase and forthcoming stages
- Graphic Elements including:

	<ul style="list-style-type: none"> <input type="checkbox"/> Any backgrounds/sets available, characters, model sheets, graphic research materials, references etc <input type="checkbox"/> Any artistic or production elements available (first images, trailer/teaser etc)
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">TRACK RECORD & EXPERIENCE OF KEY PERSONNEL</p>	<p>REQUIRED:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Details of key creatives (producers, writers, directors), attached to the project, including short bio and recent screen credits <input type="checkbox"/> Opportunities for diverse talent and business development including Māori screen businesses <p>OPTIONAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demographic data for key personnel and cast will be requested for statistical purposes only <input type="checkbox"/> Details of proposed lead cast including short bio and recent screen credits <input type="checkbox"/> Intentions around key international casting, if required for financing <input type="checkbox"/> Details of other key personnel including executive producers, consultants and below the line attachments such as cinematographer, editor or composer <input type="checkbox"/> Details of other proposed key casting and plans to confirm
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">BUDGET AND TIMELINE</p>	<p>REQUIRED</p> <ul style="list-style-type: none"> <input type="checkbox"/> Development Budget, which includes breakdown of expenditure on Producer and EP fees. <input type="checkbox"/> Estimated Production budget <input type="checkbox"/> Proposed Development Timeline <input type="checkbox"/> A draft of your COVID-19 Risk Mitigation Strategy <input type="checkbox"/> Warranty of copyright, access and clearances <p>OPTIONAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Draft shooting schedule <input type="checkbox"/> Draft production budget <input type="checkbox"/> Anticipated Legal requirements <input type="checkbox"/> If you are structuring your project as an Official Co-production, evidence that Co-Production certification documents have been lodged to all relevant countries/authorities
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">MARKET</p>	<p>REQUIRED</p> <ul style="list-style-type: none"> <input type="checkbox"/> A draft audience engagement plan for domestic and international audiences, which demonstrates a path to market (including your intended objective measure of audience reach) <input type="checkbox"/> Detail of Market attachment work or market attendance (real or virtual) <p>OPTIONAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Details on the distributor/s or co-production partner (if applicable) including recent credits and key personnel

CONTENTS OF YOUR SERIES PRODUCTION APPLICATION

CREATIVE MATERIAL

REQUIRED FOR ALL SERIES FORMATS:

- Narrative about how the production would deliver to each of the Premium Fund Criteria
- A series Bible including but not limited to:
 - Logline
 - One-page Synopsis
 - The World (if Drama and Animation) / Environment and Location (if Factual).
 - Tone, style and themes (Animation Technique if Animation format)
 - Characters or Subjects
 - Series outline
- A Pilot treatment
- Project development to date
- Firm plan for Writers' Room (if intending to run one)
- Bio of Showrunner and their written confirmation of availability in the timeframe
- Bio of any Script Editor or Consultant
- Detail of script research to be carried out
- Detail of location research to be carried out for packaging only

OPTIONAL FOR ALL SERIES FORMATS

- Advanced First episode/Pilot script that complies with industry standards.
- Further episode scripts as available
- Director's vision statement
- Four-minute creative video pitch by the team
- Visual materials eg mood/look book
- Intended pathway to key international casting required for financing.
- Material reflecting any diversity and inclusion factors the production is taking into account

TRACK RECORD & EXPERIENCE OF KEY PERSONNEL

REQUIRED:

- Details of key creatives (producers, writers, directors), attached to the project, including short bio and recent screen credits
- Opportunities for diverse talent and business development including Māori screen businesses

OPTIONAL

- Demographic data for key personnel and cast will be requested for statistical purposes only
- Details of proposed lead cast including short bio and recent screen credits
- Intentions around key international casting, if required for financing
- Details of other key personnel including executive producers, consultants and below the line attachments such as cinematographer, editor or composer
- Details of other proposed key casting and plans to confirm

BUDGET AND TIMELINE

REQUIRED

- Development Budget, which includes breakdown of expenditure on Producer and EP fees.
- Estimated Production budget
- Proposed Timeline
- A draft of your COVID-19 Risk Mitigation Strategy

	<ul style="list-style-type: none"> <input type="checkbox"/> Warranty of copyright, access and clearances <p>OPTIONAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Draft shooting schedule <input type="checkbox"/> Draft production budget <input type="checkbox"/> Anticipated Legal requirements <input type="checkbox"/> If you are structuring your project as an Official Co-production, evidence that Co-Production certification documents have been lodged to all relevant countries/authorities
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Īmera mai, mēnā he pātai tāu.

If you have any questions, please consult the [Premium Fund FAQ](#)
 You are welcomed to submit your inquiry to the e-mail the fund
premiumfund@nzfilm.co.nz
