



Independent
Production
Fund

DOCUMENT CHECKLIST

Cogeco TV Production Program

All documents must be uploaded through the Online Application Portal.

Notes:

- Upload documents to the correct bucket
- In cases where there are multiple documents, upload each file separately, do not zip them
- Acceptable file types for upload are: .pdf, .jpeg, .jpg, .doc, .docx, .xls, .csv, .xlsx, .txt, .mov, .avi, .mp4, .wmv, .png, .ppt, .pptx, .tif

Documents to be uploaded		Required?	Multiple documents allowed?
1.	Budget	Required	No
2.	Broadcast license(s)	Required	Yes
3.	Proposed recoupment schedule	Required	Yes
4.	Marketing plan	Required	Yes
5.	Credits of applicant company	Required	Yes
6.	Key personnel list + CVs	Required	Yes
7.	Cast and crew list	Required	Yes
8.	Proof of ownership	Required	Yes
9.	Bible or Treatment	If available	Yes
10.	Scripts (at least 2)	Required	Yes
11.	Detailed production and delivery schedule	Required	Yes
12.	Director's notes	If available	Yes
13.	Outside reader notes	If available	Yes
14.	International sales numbers/report	If applicable	Yes
15.	Audience numbers for previous seasons	If applicable	Yes
16.	Proof of financing already committed	If applicable	Yes
17.	Distribution Agreements	If available	Yes
18.	Further letters of support	If applicable	Yes
19.	Coproduction agreement	If applicable	Yes
20.	Additional documents	If applicable	Yes