



Syndicate Subscription Legal Plans

MEDIA & BROADCASTING **CORPORATE CLIENT INTAKE QUESTIONNAIRE:**

CONTENT DEADLINES ARE UNFORGIVING. Retraction and correction demands, takedown notices, and pre-publication legal review all run against air dates and release dates, license renewals and political file obligations have fixed calendars, and clearances and errors and omissions coverage must be in place before distribution. Tell us your air or release date first.

CONFIDENTIAL. This questionnaire covers corporate legal work and capital markets advisory for media businesses — broadcasters, cable and streaming distributors, producers and studios, publishers, music labels, advertising and marketing agencies, online content platforms, and talent-facing companies. Complete the sections that apply. If a question does not apply, write "N/A."

NAME OF THE CLIENT:

☐ Legal Entity Name: _____

DBA / station, title or brand names: _____ Year founded: _____

Entity type:

☐ Corporation

☐ LLC

☐ Partnership

☐ Nonprofit

☐ Public company

☐ Subsidiary of a parent

☐ Foreign ownership interest

State of formation: _____ EIN (last 4): _____

Markets / territories: _____ **Syndicate Plan Member ID:** _____

Contact person & title: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Annual revenue: \$ _____ Employees: _____

PART 1 — YOUR BUSINESS

1.1 Type of business:

☐ TV or radio broadcaster

☐ Cable system operator

☐ Streaming or online content provider

☐ TV / film producer

☐ TV / film distributor

☐ Book, newspaper or magazine publisher

☐ Author or content creator

☐ Music label / recording company

☐ Advertising agency

☐ Marketing company

☐ Multimedia company

☐ Social media company

☐ Public appearances & spokesperson services ☐ Podcast or audio network



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1.2 Revenue model:

- | | |
|--|---|
| ☐ Advertising-supported | ☐ Subscription |
| ☐ Licensing & syndication | ☐ Transactional / pay-per-view |
| ☐ Sponsorship & branded content | ☐ Retail or newsstand sales |
| ☐ Production fees | |

1.3 Describe your programming, titles, or services and current stage: _____

PART 2 — SERVICES NEEDED

Entity, Governance & Filings:

- | | |
|--|--|
| ☐ Formation or incorporation | ☐ Entity conversion / restructuring |
| ☐ Operating agreement / bylaws | ☐ Corporate resolutions |
| ☐ Annual reports & business filings | ☐ Foreign qualification |
| ☐ International incorporation | ☐ Business licenses & permits |

Broadcast & Distribution Regulation:

- | | |
|--|---|
| ☐ Station licensing & renewals | ☐ License assignments & transfers of control |
| ☐ Ownership reports & attribution analysis | ☐ Political programming & file obligations |
| ☐ Sponsorship identification & payola rules | ☐ Content regulation & complaints |
| ☐ Closed captioning & video description | ☐ Equipment accessibility requirements |
| ☐ Multichannel video distribution matters | ☐ Public policy & rulemaking comments |

Content Rights & Production:

- | | |
|--|--|
| ☐ Content acquisition & licensing | ☐ Content distribution agreements |
| ☐ Production & development agreements | ☐ Talent, host & crew agreements |
| ☐ Guild & union agreements | ☐ Music licensing & synchronization |
| ☐ Chain of title & rights clearance | ☐ Location, footage & archival releases |
| ☐ Errors and omissions insurance review | ☐ Residuals & royalty obligations |

Editorial Risk & Publishing:

- | | |
|--|---|
| ☐ Pre-publication or pre-broadcast review | ☐ Defamation & privacy risk review |
| ☐ Right of publicity & name and likeness | ☐ Retraction & correction demands |
| ☐ Newsgathering & source protection | ☐ Subpoenas & records demands |
| ☐ Author & contributor agreements | ☐ Permissions & fair use analysis |



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Advertising, Platforms & Data:

- | | |
|--|---|
| ☐ Advertising & sponsorship agreements | ☐ Advertising claim substantiation |
| ☐ Influencer & endorsement disclosures | ☐ Political advertising rules |
| ☐ User-generated content & moderation | ☐ Copyright takedown agent & notices |
| ☐ Privacy, tracking & viewing data compliance | ☐ Children's content & privacy rules |
| ☐ Artificial intelligence in content production | ☐ Cybersecurity & incident response |

Capital Markets & Finance:

- | | |
|--|--|
| ☐ Capital markets consultation | ☐ Private placement (Reg D / Reg A) |
| ☐ Production & slate financing | ☐ Secured lending & credit facilities |
| ☐ Exchange listing (OTC, Nasdaq, NYSE, international) | ☐ Securities & blue sky compliance |
| ☐ Station, title or catalog acquisitions & sales | ☐ Investor agreements & cap table |
| ☐ Restructuring or bankruptcy | |

2.1 Describe your most urgent matter and objective: _____

2.2 Deadline (air date, release, filing, renewal, closing): _____

PART 3 — LICENSES, FACILITIES & OWNERSHIP

Station / Facility / Platform	Call Sign or ID	Market	License Type	Renewal Date

3.1 Do you hold broadcast or other communications licenses? ☐ Yes ☐ No

3.2 Are renewals, ownership reports, or required filings coming due? ☐ Yes ☐ No

3.3 Is a sale, acquisition, or change of control planned? ☐ Yes ☐ No

Assignments and transfers of control of licensed facilities generally require regulatory approval before closing, and ownership and foreign investment limits may apply.

3.4 Are there foreign owners or investors in the ownership chain? ☐ Yes ☐ No

3.5 Have you received complaints, inquiries, or notices from a regulator? ☐ Yes ☐ No

If yes, explain: _____

3.6 Are political file, captioning, and accessibility obligations current? ☐ Yes ☐ No



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PART 4 — CONTENT RIGHTS & PRODUCTION

Production / Title / Catalog	Format	Status	Rights Held	Distribution Partner

4.1 Do you own or license the rights, with chain of title documented? ☐ Yes ☐ No

4.2 Are talent, crew, location, and footage releases in place? ☐ Yes ☐ No

4.3 Is music cleared for both composition and recording uses? ☐ Yes ☐ No

Music requires separate clearance for the composition and the master recording, and different rights are needed for streaming, broadcast, and physical distribution.

4.4 Are you signatory to guild or union agreements? ☐ Yes ☐ No

4.5 Do you carry errors and omissions insurance for released content? ☐ Yes ☐ No

4.6 Do you use AI tools in production, with rights addressed? ☐ Yes ☐ No

4.7 Are residual, royalty, or participation obligations tracked and paid? ☐ Yes ☐ No

PART 5 — EDITORIAL RISK & CLAIMS

5.1 Have you received a retraction demand, correction request, or legal threat over content? ☐ Yes ☐ No

Date received & response deadline: _____

Retraction and correction demands often carry short statutory windows that affect the damages a claimant can recover. Do not delay a response.

5.2 Does content name individuals or use private information? ☐ Yes ☐ No

5.3 Do you have a pre-publication review process? ☐ Yes ☐ No

5.4 Have you received subpoenas or demands for sources, footage, or records? ☐ Yes ☐ No

5.5 Are there pending defamation, privacy, or right of publicity claims? ☐ Yes ☐ No

If yes, explain: _____

5.6 Do you use third-party footage, images, or excerpts relying on fair use? ☐ Yes ☐ No

PART 6 — ADVERTISING, PLATFORMS & DATA

6.1 Do you sell advertising or sponsored content? ☐ Yes ☐ No

6.2 Are sponsored segments and branded content identified as required? ☐ Yes ☐ No

6.3 Do you run political advertising? ☐ Yes ☐ No

6.4 Do users post content, comments, or reviews on your platforms? ☐ Yes ☐ No

6.5 Have you designated a copyright agent for takedown notices? ☐ Yes ☐ No

6.6 Do you collect viewing or subscriber data, and is use disclosed? ☐ Yes ☐ No



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Video viewing and subscriber data carry specific disclosure restrictions and have generated significant class litigation against media companies.

6.7 Is any content directed to children under 13? ☐ Yes ☐ No

PART 7 — FINANCE, PEOPLE & DISPUTES

Existing Debt / Investment	Lender or Investor	Amount \$	Terms	Secured By

7.1 Capital sought: \$ _____ Purpose: _____

7.2 Capital strategy:

- | | |
|---|--|
| ☐ Production or slate financing | ☐ Station or platform acquisition |
| ☐ Catalog or library acquisition | ☐ Working capital |
| ☐ Growth equity | ☐ Public offering or listing |
| ☐ Sale of the company or assets | ☐ Not sure — need advice |

7.3 Employees: _____ Freelancers / contractors: _____ States with workers:

7.4 Are freelancers and contributors properly classified and under written agreements? ☐ Yes ☐ No

7.5 Current disputes:

- | | |
|--|--|
| ☐ Content or licensing dispute | ☐ Defamation or privacy claim |
| ☐ IP infringement | ☐ Talent or guild dispute |
| ☐ Advertiser or sponsor dispute | ☐ Regulator inquiry |
| ☐ Employment claim | ☐ Collections |
| ☐ None | |

PART 8 — DOCUMENTS & CERTIFICATION

8.1 Is a non-disclosure agreement required before materials are shared? ☐ Yes ☐ No

Please provide the following, if applicable. Check each item available. Do not send unreleased content or confidential sources.

- | | |
|---|--|
| ☐ Formation & governance documents | ☐ Ownership / cap table & attribution chart |
| ☐ Financial statements & budgets | ☐ Licenses & regulatory filings |
| ☐ Content licenses & distribution agreements | ☐ Chain of title & clearance files |
| ☐ Talent, guild & contributor agreements | ☐ Advertising & sponsorship agreements |
| ☐ Insurance policies including E&O | ☐ Demand letters, notices or claims |



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Certification:

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge, and that I am authorized to provide it on behalf of the business named above. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of evaluating and scoping this engagement.

Signed and dated this ____ day of _____, 20__

Signature: _____

Print Name: _____

Title: _____

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