Syndicate Subscription Legal Plans

MOVIES & FILM
CORPORATE CLIENT INTAKE QUESTIONNAIRE:

TWO THINGS TO SETTLE BEFORE YOU SHOOT OR RAISE MONEY: chain of title and clearances (no distributor or insurer will take a picture without them), and the structure of your investor offering — taking money from passive investors is generally a securities offering requiring an exemption and proper documents. Tell us your start date and financing plan first.

CONFIDENTIAL. This questionnaire covers corporate legal work and capital markets advisory for film and content businesses — production companies, producers and filmmakers, documentary companies, animation studios, post-production and studio services, equipment houses, and crew service companies. Complete the sections that apply. If a question does not apply, write "N/A."

NAME OF THE CLIENT:

[__] Legal Entity Name: ______________________________

DBA / production or title names: ______________________ Year founded: ______________

Entity type:

- [__] Corporation
- [__] LLC
- [__] Partnership
- [__] Single-purpose production entity
- [__] Nonprofit
- [__] Public company
- [__] Subsidiary of a parent

State of formation: ______________________ EIN (last 4): ________

States / countries of production: ______________ 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:

- [__] Production company
- [__] Producer
- [__] Filmmaker / director
- [__] Documentary company
- [__] Animation studio
- [__] Post-production services
- [__] Studio services & stages
- [__] Equipment house
- [__] Equipment operators & crew services
- [__] Photographers & still services
- [__] Distributor or sales agent
- [__] Financier or fund

1.2 Content types:

- [__] Feature film
- [__] Documentary
- [__] Series or episodic
- [__] Short film

[__] Commercial & branded content
[__] Animation
[__] Unscripted
[__] Music video

1.3 Describe your slate, current project, and stage: ______________________________

____

____

PART 2 — SERVICES NEEDED

Entity, Governance & Filings:

[__] Formation or incorporation
[__] Single-purpose production entities
[__] Operating agreement / bylaws
[__] Corporate resolutions
[__] Annual reports & business filings
[__] Foreign qualification
[__] International incorporation
[__] Business licenses & permits

Rights, Development & Chain of Title:

[__] Option & purchase agreements
[__] Literary & screenplay agreements
[__] Life rights & depiction releases
[__] Underlying work & adaptation rights
[__] Shopping & attachment agreements
[__] Development agreements
[__] Overall & first-look deals
[__] Collaboration & co-production deals
[__] Chain of title review & opinions
[__] Copyright registration & recordation

Talent, Crew & Guilds:

[__] Agreements for actors & on-screen talent
[__] Above-the-line agreements (writer, director, producer)
[__] Below-the-line crew agreements
[__] Loan-out company arrangements
[__] Guild signatory & residual obligations
[__] Minors, work permits & trust accounts
[__] Nudity, stunt & safety riders
[__] Deal memos & negotiations

Production, Clearance & Insurance:

[__] Production services agreements
[__] Location agreements & permits
[__] Vendor & equipment rental agreements
[__] Script clearance & title report review
[__] Music licensing & composer agreements
[__] Archival & third-party footage licensing
[__] Product placement & brand integration
[__] Errors and omissions insurance
[__] Completion bond arrangements
[__] Artificial intelligence use & disclosures

Distribution & Content Regulation:

[__] Distribution & licensing agreements
[__] Sales agent & festival agreements
[__] Streaming & platform deals
[__] Collection account management
[__] Content acquisition & licensing
[__] Content regulation & ratings

[__] Multichannel video distribution matters
[__] Broadcast & FCC-regulated delivery
[__] Public policy matters
[__] Piracy & infringement enforcement

Financing & Capital Markets:

[__] Investor offering documents (Reg D / Reg A)
[__] Securities & blue sky compliance
[__] Equity & co-financing agreements
[__] Tax incentive & rebate qualification
[__] Gap, presale & bank financing
[__] Crowdfunding compliance
[__] Capital markets consultation
[__] Exchange listing (OTC, Nasdaq, NYSE, international)
[__] Mergers, acquisitions & library sales
[__] Restructuring or bankruptcy

2.1 Describe your most urgent matter and objective: ____

____

____

2.2 Deadline (start of principal photography, delivery, festival, closing): ________________________

PART 3 — PROJECTS & RIGHTS

Project / Title	Format	Budget $	Stage	Rights Held

3.1 Do you own or control the underlying rights for each project? [__] Yes [__] No

Source material & how acquired: ____

3.2 Are option or purchase agreements signed and periods current? [__] Yes [__] No

3.3 Is the screenplay work-for-hire or assigned in writing? [__] Yes [__] No

3.4 Are copyrights registered and transfers recorded? [__] Yes [__] No

3.5 Does the project depict real people, events, or private facts? [__] Yes [__] No

Life rights, depiction releases, and legal review reduce defamation and privacy exposure, and insurers usually require them before issuing coverage.

3.6 Has a script clearance report or title report been obtained? [__] Yes [__] No

PART 4 — TALENT, CREW & GUILDS

Role	Name or Company	Deal Status	Guild / Union	Loan-Out?

4.1 Are you a signatory to guild or union agreements? [__] Yes [__] No

4.2 Are residual, pension, health, and welfare obligations accounted for? [__] Yes [__] No

4.3 Will minors perform, and are permits and trust accounts arranged? [__] Yes [__] No

4.4 Are crew engaged as employees, through a payroll company, or as contractors? [__] Yes [__] No

If yes, explain: ____

____

4.5 Are stunts, effects, firearms, or hazardous conditions involved? [__] Yes [__] No

4.6 Are foreign cast or crew involved requiring work authorization? [__] Yes [__] No

PART 5 — PRODUCTION, CLEARANCE & INSURANCE

5.1 Principal photography dates: ________________________ Locations: ________________________

5.2 Are location agreements and filming permits secured? [__] Yes [__] No

5.3 Is music cleared for composition and master recording uses? [__] Yes [__] No

Composition and recording rights are separate, and festival, theatrical, and streaming uses each require their own grant of rights.

5.4 Is third-party footage, artwork, or branded material used? [__] Yes [__] No

5.5 Is E&O insurance bound, with production policies in place? [__] Yes [__] No

5.6 Is a completion bond required by financiers? [__] Yes [__] No

5.7 Are AI tools used, with rights and disclosures addressed? [__] Yes [__] No

PART 6 — FINANCING & INVESTORS

Source	Amount $	Committed?
Equity from investors		
Producer or company funds		
Tax credits or rebates		
Presales & minimum guarantees		
Gap or bank financing		
Grants or philanthropic funds		
Crowdfunding		
Deferrals & in-kind		

6.1 Are you raising money from passive investors? [__] Yes [__] No

Offering interests in a film to passive investors is generally a securities offering. An exemption, offering documents, and filings are required, and general advertising is restricted unless the offering is structured for it.

6.2 Are investor documents prepared (operating, subscription, disclosure)? [__] Yes [__] No

6.3 Are tax incentive applications filed and qualification requirements tracked? [__] Yes [__] No

6.4 Is a collection account manager or waterfall agreed with financiers? [__] Yes [__] No

6.5 Are deferments, participations, and backend definitions documented? [__] Yes [__] No

PART 7 — DISTRIBUTION & EXPLOITATION

7.1 Distribution plan:

- [__] Theatrical
- [__] Streaming / SVOD
- [__] Transactional VOD
- [__] Broadcast & cable
- [__] Festival
- [__] International sales
- [__] Educational & non-theatrical
- [__] Not yet determined

7.2 Is a sales agent or distributor engaged? [__] Yes [__] No

Company & territory scope: ______________________________

7.3 Are delivery requirements and deliverables schedules reviewed? [__] Yes [__] No

7.4 Do agreements address reporting, audit rights, and payment timing? [__] Yes [__] No

7.5 Are there disputes over accounting, credits, or unpaid participations? [__] Yes [__] No

If yes, explain: ______________________________

____

7.6 Is piracy or unauthorized distribution occurring? [__] Yes [__] No

PART 8 — DISPUTES, DOCUMENTS & CERTIFICATION

8.1 Current disputes:

- [__] Rights or chain of title dispute
- [__] Talent or crew dispute
- [__] Guild claim or audit
- [__] Investor dispute
- [__] Distribution or accounting dispute
- [__] Copyright infringement
- [__] Vendor dispute
- [__] Employment claim
- [__] None

8.2 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 footage or scripts before a confidentiality agreement is signed.

- [__] Formation & governance documents
- [__] Ownership / cap table
- [__] Budget, schedule & financial statements
- [__] Option, purchase & writer agreements
- [__] Chain of title documents & registrations
- [__] Talent & crew agreements
- [__] Location, music & clearance files
- [__] Investor & financing documents
- [__] Distribution & sales agreements
- [__] Insurance policies including E&O

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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Your information will be reviewed within one hour.