

INTERNATIONAL FILM & TV SERIES COPYRIGHT TRADING

DUE DILIGENCE & TRANSACTION CHECKLIST

Project Title: _____ **Format:** Feature
Film TV Series **Genre:** _____ **Date:** _____ **Prepared By:**

This document serves as a strategic checklist for the preparation, negotiation, and delivery phases of international rights trading. Ensure all applicable boxes are checked prior to finalizing agreements.

PART 1: ASSET READINESS & CHAIN OF TITLE (COT)

The foundation of the trade. Verifying absolute ownership and transferability of rights.

Complete Chain of Title Opinion: Legal opinion confirming unbroken chain of ownership from author to current rights holder. **Underlying Rights Agreements:** Option/Purchase agreements for original book, article, or concept source material. **Screenwriter agreement(s):** Executed "Work for Hire" or assignment agreements with all writers. **Director Agreement:** Executed agreement defining scope of rights and backend participation. **Key Cast Agreements:** Agreements for lead actors, including image rights for marketing and dubbing/subtitle consents. **Music Clearances & Cue Sheets:** Master use licenses for all tracks. Synchronization licenses for all tracks. Composer agreement for original score. Completed Music Cue Sheet (time codes, composer, publisher details). **Archive/Clip Licensing:** Clearances for any third-party footage or still images used within the content. **Errors & Omissions (E&O) Insurance:** Policy binder secured and current.

PART 2: MARKETING & SALES DELIVERABLES PACKAGE

Materials required to present and sell the content to international buyers.

Screener Access: Secure, password-protected Vimeo/Haivision link of the final cut (or high-quality work-in-progress). **Synopsis & Logline:** Professionally written short (logline), medium, and long synopses in English. **Key Art & Posters:** High-resolution, layered digital files (PSD/AI) of the main poster art without localized text (textless). **International Trailer:** High-quality ProRes trailer file + a textless version (no burned-in captions). **Press Kit (EPK):**

Digital booklet including cast/crew bios, director's statement, production notes, and high-res stills. **Metadata Sheet:** standardized spreadsheet with runtime, aspect ratio, audio configuration, and cast/crew data.

PART 3: THE TRANSACTION (DEAL TERMS)

Defining the specific scope of the copyright trade.

Territory Definition: Clearly defined geographic regions (e.g., "Germany, Austria, Switzerland" rather than just "German-speaking Europe"). **Media Rights Granted (Windowing):** Theatrical Pay TV / Free TV SVOD (Subscription Video on Demand) TVOD/EST (Transactional/Electronic Sell-Through) AVOD/FAST (Ad-supported) Ancillary (Airlines, Ships, Hotels) **Term Duration:** Specific start and end dates of the license period (e.g., 7 years from delivery). **Exclusivity Status:** clearly stated Exclusive vs. Non-Exclusive rights per window. **Holdbacks:** Defined black-out periods to protect specific windows (e.g., "No SVOD until 90 days after theatrical release"). **Language Rights:** Specific dubbing and subtitling rights granted for the territory (e.g., "German language dubbed and subtitled only").

PART 4: CONTRACTUAL & FINANCIAL FRAMEWORK

The legal instrument governing the trade.

Deal Memo: Signed preliminary short-form agreement outlining key business terms. **Long-Form Distribution Agreement:** Full executed contract. **Minimum Guarantee (MG):** Amount and currency specified. **Payment Schedule:** Defined milestones for MG payment (e.g., 20% on signature, 80% on delivery). **Revenue Share / Royalty Structure:** Defined percentage splits after MG recoupment (if applicable). **Cross-Collateralization Clause:** clearly defined status (whether earnings in one medium offset losses in another). **Tax Documentation:** W-8BEN-E or equivalent international tax residency forms provided to avoid withholding taxes. **Governing Law & Arbitration:** Jurisdiction defined for dispute resolution.

PART 5: TECHNICAL DELIVERY (POST-SALE)

Physical and digital fulfillment of the traded assets to the buyer.

Access Letter / Lab Access: Formal authorization for the buyer to access master materials at the designated film lab. **Video Masters:** Digital Cinema Package (DCP) – Unencrypted or KDM procedures established. ProRes 422 HQ (or higher) Master File (Textless background).

Audio Masters: 5.1 / 7.1 Print Master (Original Language). M&E Tracks (Music & Effects) – Essential for creating foreign dubs. **Localization Assets:** As-Broadcast Script / Combined Dialogue & Spotting List (CDSL) in English with timecodes. Existing subtitle files (e.g., .SRT, .STL) if available. **Quality Control (QC) Report:** Technical report confirming the master files are free of defects.

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