

**Overview**

This Standard involves ensuring that all contributions have been received, and that master material is available for use.

It is about collating necessary paperwork, keeping copies of delivery materials, delivering them as required, and keeping accurate records. It involves collecting duly-signed contracts and relevant legal documents. These could include certificates of origin, credit lists, errors and omission insurance documents, delivery schedules and sales agents and distributors agreements.

You will be expected to deliver a range of assets including stills photography, interviews with cast and crew and behind the scenes footage.

This Standard is for Producers.

Oversee the delivery of productions upon completion

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## Performance criteria

*You must be able to:*

1. agree the method of delivery of the material and to whom with appropriate people
2. confirm that all relevant master material in acceptable formats has been assembled to enable a post-production script to be produced
3. create and complete relevant documentation in formats that are acceptable to all co-funders
4. collect copies of duly-signed contracts and relevant legal documents
5. confirm that all elements are logged as they are received
6. take copies of materials to meet requirements
7. confirm that all deliverable paperwork is complete and in the correct order
8. refer upwards when instructions are unclear or elements are missing
9. identify and remedy errors or omissions without delay
10. distribute all elements to those who require them as specified in contracts
11. confirm material has been received in line with organisational procedures
12. monitor and assess appropriateness of distribution contracts and new product delivery systems for projects
13. truncate ineffective distribution agreements in line with organisational requirements
14. reorganise bundle of rights to ensure the greatest on-going effect for projects

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## Knowledge and understanding

*You need to know and understand:*

1. the content and requirements of the post-production script, and the delivery schedule
2. the agreed method of delivery and recipient of the material
3. how to obtain the required documentation as outlined in the deliverables and confirm it is correct and up-to-date
4. materials that could be required including stills photography, interviews with cast and crew and behind the scenes footage.
5. how to report production information relating to industry monitoring such as diversity and carbon calculators
6. relevant legal documents including certificates of origin, credit lists, errors and omission insurance documents, delivery schedules and sales agents and distributors agreements
7. what master material and associated paperwork is required, and how to locate it
8. when to refer upwards
9. those who require delivery materials, including broadcasters, distributors, exhibitors, and funders
10. how to confirm receipt of materials
11. the process of publishing promotional material on relevant websites
12. how to identify and promptly remedy any errors or omissions
13. with which media to maintain contact
14. how to monitor and re-negotiate distribution agreements in order to achieve the most effective promotion of the project
15. long term delivery that could be required for projects including re-releases, releases in new territories and working with future distribution models.

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**Developed by** Creative Skillset

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**Validity** Current

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**Originating Organisation** Screen Skills (formerly Creative Skillset)

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**Relevant Occupations** Arts, Media and Publishing; Production Coordinator; Production Managers

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**Suite** Production (FILM and TV)

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**Keywords** Television, Film, Production, Completion

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