

Closeout & Sale Legal Checklist

This checklist is designed for feature films, short films, commercials, and web series. Use the checkboxes to mark applicability and completion. Distributors, sales agents, and E&O; insurers typically require all applicable items to be complete prior to sale or delivery.

1. Chain of Title & Ownership (ALL PROJECT TYPES)

- Chain-of-Title summary document
- Underlying rights agreement (option/purchase) or original work declaration
- Copyright registrations (script, film)
- Writer agreements / assignments / work-for-hire
- Director agreement and IP assignment
- Producer and executive producer agreements
- All contributor IP assignments (editors, VFX, designers)

2. Talent & Crew

- Principal cast agreements or deal memos
- Actor / performer releases
- Background actor / extra releases
- Voice-over talent agreements and releases
- Minor performer releases and permits (if applicable)
- Crew deal memos / employment agreements
- Loan-out company agreements (if applicable)

3. Union / Guild Compliance (IF APPLICABLE)

- SAG-AFTRA agreements and signed exhibits
- DGA agreements and deal memos
- WGA writer agreements
- Union payroll reports and residual obligations

4. Music & Audio

- Composer agreement (work-for-hire or assignment)
- Music cue sheet
- Synchronization licenses (for all songs)
- Master use licenses (for all recordings)
- Stock music licenses
- Audio post-production agreements

5. Locations, Releases & Permits

- Location agreements / releases
- Municipal filming permits
- Property releases (artwork, signage, logos)
- Vehicle / aircraft / vessel releases
- Appearance releases for non-actors

6. Production & Post-Production Vendors

- Equipment rental agreements
- Post-production services agreements
- VFX services agreements and IP assignments
- Color, sound, and mastering agreements
- Delivery specifications and approvals

7. Insurance & Risk

- General liability insurance certificates
- Workers' compensation insurance
- Errors & Omissions (E&O) insurance policy
- Completion bond (if required)
- Safety reports and stunt waivers

8. Corporate, Finance & Tax

- Production entity formation documents (LLC/Corp)
- Operating agreement
- Investor or financing agreements
- Final budget and cost reports
- W-9s / payroll records / 1099s

9. Distribution & Sales

- Sales agent agreement
- Distribution or license agreements
- Delivery memo / distributor checklist
- Credit list and approvals
- Final accounting and lien releases

Chain-of-Title Binder Index (Template)

Use this index to assemble a complete Chain-of-Title binder. Provide this binder to E&O; insurers, distributors, and sales agents.

| Tab # | Section | Documents Included | Sample File Names |
|-------|-------------------------------|----------------------------------------------------------------------------|-------------------------------------|
| 1 | Ownership & Underlying Rights | Option/Purchase Agreements; Original Work Declaration of Underlying Rights | 01_Underlying_Rights_Option.pdf |
| 2 | Writer & Script | Writer Agreements; Assignments; Script Registrations | 02_Writer_Assignment.pdf |
| 3 | Director & Producers | Director Agreement; Producer Agreements | 03_Director_Agreement.pdf |
| 4 | Cast & Talent | Actor Contracts; Talent Releases; Minor Release Agreements | 04_Actor_Release_Lead.pdf |
| 5 | Crew | Crew Deal Memos; Employment Agreements | 05_Crew_Deal_Memos.pdf |
| 6 | Music | Composer Agreement; Sync & Master Licenses | 06_Music_Sync_Master_Licenses.pdf |
| 7 | Locations & Property | Location Releases; Property & Artwork Releases | 07_Location_Release_Main_Set.pdf |
| 8 | Stock & Third-Party Media | Stock Footage Licenses; Media Clearances | 08_Stock_Footage_License.pdf |
| 9 | Post-Production & Vendors | Post/VFX Agreements; IP Assignments | 09_Post_VFX_Agreements.pdf |
| 10 | Insurance & Risk | E&O Policy; COIs; Completion Bond | 10_EO_Insurance_Certificate.pdf |
| 11 | Corporate & Finance | LLC Formation; Operating Agreement; Investor Documents | 11_Docs_Operating_Agreement.pdf |
| 12 | Distribution & Delivery | Distribution Agreements; Delivery Memos; Final Distribution Agreement | 12_Final_Distribution_Agreement.pdf |