

# 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	01_Ownership_Rights_Option.pdf
2	Writer & Script	Writer Agreements; Assignments; Script Registration	02_Writer_Assignment.pdf
3	Director & Producers	Director Agreement; Producer Agreements	03_Director_Agreement.pdf
4	Cast & Talent	Actor Contracts; Talent Releases; Minor Releases	04_Cast_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 Docs	11_Corp_Operating_Agreement.pdf
12	Distribution & Delivery	Distribution Agreements; Delivery Memos; Final Distribution	12_Distribution_Agreement.pdf