



# SNFilms Production Finance Diagnostic Project Submission Checklist

Before submitting your project materials to SNFilms, please review the checklist below to ensure that your submission package is complete.

Providing complete and accurate information allows SNFilms to evaluate the project efficiently and begin development of the **SNFilms Production Finance Portfolio** without unnecessary delays.

Incomplete submissions may delay the review and intake process.

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## Required Documents

The following documents must be completed prior to submitting project materials. Please confirm that the following items have been completed and prepared for submission.

**SNFilms Confidential Project Submission & Non-Disclosure Agreement**

The Confidential Submission Agreement must be reviewed and signed by both the Client and SNFilms prior to the submission of project materials.

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**SNFilms Production Finance Diagnostic Intake Form**

The Intake Form should be completed in full detail to the best of your ability.

If certain information is not yet available, you may indicate **“Unknown”** or provide a brief explanation where appropriate.

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## Recommended Supporting Materials

Providing the following materials can help SNFilms better understand the project’s scope and funding readiness.

- Pitch Deck (if available)
- Project Synopsis
- Project Treatment
- Project Script
- Project Character Bio
- Draft Production Budget (if one exists)



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- Preliminary Production Schedule or Timeline
  - Director's Statement (optional)
  - Any additional materials that help explain the project
  - Proof of Rights / Chain of Title documentation (if available)
  - Research or archival source material (if applicable)
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## Important Submission Notes

- All submitted materials will be treated as confidential in accordance with the **SNFilms Confidential Project Submission & Non-Disclosure Agreement**.
  - Submitted materials will be used solely for the purpose of evaluating the project and preparing the **SNFilms Production Finance Portfolio**.
  - Submission of materials does not guarantee acceptance of the project for services.
  - If SNFilms requires clarification regarding any information provided, the Client may be contacted during the evaluation process.
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## Submission Confirmation

By submitting the materials listed above, the Client confirms that they are authorized to submit the project and the information and materials provided are accurate to the best of their knowledge. The Client further confirms the submitted materials do not infringe upon the rights of any third party. The Client acknowledges that SNFilms will rely on the accuracy of the submitted information when conducting its production finance analysis and preparing the SNFilms Production Finance Portfolio.

Client Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Client Email: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

SNFilms Received by: \_\_\_\_\_

Date: \_\_\_\_\_