



SNFILMS PRODUCTION FINANCE DIAGNOSTIC INTAKE FORM

SNFilms — Film Production Budget & Funding Readiness Intake Form

(Comprehensive, client-facing diagnostic intake)

(One intake form per submitted project)

This Production Finance Diagnostic Intake Form allows SNFilms to evaluate the financial structure, risk exposure, and production requirements of the submitted project.

The information provided will be used to develop the SNFilms Production Finance Portfolio, a comprehensive financial planning document designed to support grant applications, investor presentations, broadcaster submissions, and production planning.

Contact Information

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Phone: _____ Phone 2: _____

Production Company Info

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Phone 2: _____

Website: _____

Production Entity Structure:

☐ LLC

☐ Corporation

☐ Non-profit

☐ Not yet formed

Note: Funders often require a legal entity.



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Is this your company's ☐ 1st project ☐ 2–4 projects ☐ 5–10 projects ☐ 10+ projects

Who owns the Film Project being submitted? _____

Production Leadership Experience

Who is leading the production of this project?

- ☐ First-time filmmaker or producer
- ☐ Emerging filmmaker/producer (1–3 projects completed)
- ☐ Experienced producer (multiple completed productions)
- ☐ Established production company or producing team

Please provide the following additional production leadership information:

Lead Producer / Prod Lead First Name: _____ Last Name: _____

Number of completed productions: _____

Is there a Director Attached?

- ☐ Yes
- ☐ No
- ☐ In discussion

Director's experience level:

- ☐ First project
- ☐ Emerging director
- ☐ Experienced director

SECTION A — PROJECT OVERVIEW

Current or Working Title of Project: _____

Logline (1–2 sentences): _____

Short Synopsis (1–2 pages max) Attached: ☐ Yes ☐ No Number of Pages: _____

Treatment (up to 6 pages max) Attached: ☐ Yes ☐ No Number of Pages: _____



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Format: ☐ Feature (70–120 min) ☐ Short ☐ Series (number of episodes: ____)

Section A.1 – Target Audience

Note: *This matters for budgets and marketing.*

Who is the PRIMARY audience demographic? _____

Section A.2 – Production Incentives

Will production pursue tax incentives? ☐ Yes ☐ No ☐ Exploring

If yes, location(s): _____

Are tax credits or production incentives available in the location(s)? ☐ Yes ☐ No ☐ Exploring

What are the Filming location incentives? _____

Section A.3 – Estimated Production Budget Range

☐ Under \$250K

☐ \$250K–\$500K

☐ \$500K–\$1M

☐ \$1M–\$3M

☐ \$3M–\$5M

☐ \$5M+

Section A.4 – Financial Development Status

What is the **current** financial stage of the project?

☐ No financing secured yet

☐ Development funding secured

☐ Partial production financing secured

☐ Fully financed production

☐ Production completed — seeking distribution

☐ Other (explain)

If financing has been secured, approximately how much? Amount secured: \$ _____



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Primary source of financing so far:

- ☐ Personal funds
- ☐ Grants / foundations
- ☐ Private investors
- ☐ Production company funding
- ☐ Broadcaster / network
- ☐ Other: _____

SECTION B — 💰 Funding Strategy (Very Important)

What is the primary reason you are seeking a Film Production Finance Portfolio?

- ☐ Preparing grant applications
- ☐ Preparing investor presentations
- ☐ Preparing broadcaster / streaming submissions
- ☐ Internal production planning
- ☐ Other: _____

Funding Currently Secured:

- ☐ None
 - ☐ Development funding
 - ☐ Partial production funding
 - ☐ Fully financed
- Amount secured: \$ _____

NOTE: *This determines financial gap analysis.*

Who is this Project being pitched/presented to?

- ☐ Grants
 - ☐ Foundations
 - ☐ Broadcasters
 - ☐ Streamers
 - ☐ Private donors
- Target funding amount (your *hope*)? \$ _____
 - Minimum viable budget (reality)? \$ _____



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Will a completion bond be required? ☐ Yes ☐ No ☐ Unknown

SECTION C — CURRENT PROJECT STATUS & EXISTING FOOTAGE

Current Project Status:

- ☐ Development only (no footage captured)
- ☐ Partial production completed
- ☐ Principal photography completed (“in the can”)
- ☐ Post-production in progress

Total Estimated Footage Captured (hours):

Footage Formats: ☐ HD ☐ 4K ☐ 6K+ ☐ Mixed

Footage Types: ☐ Interviews ☐ Verité / Observational ☐ B-roll ☐ Archival ☐ Drone

Footage Storage Location: ☐ Local drives ☐ RAID / NAS ☐ Cloud ☐ Other: _____

Additional Filming Required? ☐ Yes ☐ No

If yes:

- Estimated shoot days: _____
- Remaining locations: _____

Are there any known gaps in coverage or story access that may impact completion?

SECTION D — PRODUCTION SCOPE

- Filming locations (cities, countries)
- Estimated number of shoot days
- Timeline:
 - Pre-production start:
 - Principal photography window:



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○ Post-production window:

- Travel requirements (crew + subject): _____

SECTION E — CREW & LABOR

- Confirmed roles (director, producer, DP, editor, etc.) Crew List Attached: ☐ Yes ☐ No
- Union or non-union? ☐ Yes ☐ No
- Any deferred payments? ☐ Yes ☐ No
- Volunteer labor? (important for risk notes) ☐ Yes ☐ No
Volunteer Labor crew List Attached: ☐ Yes ☐ No

SECTION F — EQUIPMENT & TECHNICAL

- Camera format (4K, 6K, archival mix, etc.): ☐ 4K ☐ 6K ☐ Archival Mixed
- Audio requirements? ☐ Yes ☐ No
- Drone use? ☐ Yes ☐ No
- Archival footage needs? ☐ Yes ☐ No
- Licensing expectations? ☐ Yes ☐ No Explain: _____

SECTION G — STORY & ACCESS RISK

- Is access guaranteed? ☐ Yes ☐ No
- Legal sensitivities? ☐ Yes ☐ No If No Explain: _____
- Releases pending? ☐ Yes ☐ No If No Explain: _____

Note: *This affects contingency.*



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SECTION H — POST-PRODUCTION EXPECTATIONS

- Editing style? ☐ Cinema ☐ Vérité ☐ Mixed Media
 - Graphics / animation? ☐ Graphics ☐ Animation
 - Was Color grading? ☐ Yes ☐ No
 - Sound mix requirements? ☐ Yes ☐ No
 - Deliverables: ☐ Festival ☐ Streaming ☐ Broadcast ☐ Theatrical
-

SECTION I — MUSIC, SCORE, SOUNDTRACK, & SOUND POST

Score:

- ☐ Original score (composer)
- ☐ Licensed pre-existing music
- ☐ Both
- ☐ Unknown

If original:

- Composer attached? ☐ Yes ☐ No
- Compensation: ☐ Paid ☐ Deferred ☐ Donated ☐ Unknown
- Deliverables: ☐ Stems ☐ Alt mixes ☐ Cue sheets ☐ Other: _____

If licensed:

- Do you already have licenses? ☐ Yes ☐ No ☐ In progress
- Licensing scope: ☐ Festival-only ☐ All media ☐ Worldwide ☐ Term-limited
- Music supervisor involved? ☐ Yes ☐ No

Soundtrack (separate from score):

- ☐ Yes ☐ No ☐ Considering

If yes: distribution intent ☐ Film-only ☐ Album release ☐ Promo tie-in

Sound post needs:

- ☐ Dialogue edit ☐ Noise reduction ☐ ADR ☐ Sound design ☐ Foley
- ☐ Mix (Stereo) ☐ Mix (5.1) ☐ Mix (Atmos)



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Foley used already?

☐ Yes ☐ No ☐ Not yet

If yes, status: ☐ Completed ☐ Partial ☐ Needs redo

SECTION J — DELIVERABLES

Required deliverables (check all):

- ☐ DCP
- ☐ Broadcast masters
- ☐ Captioning / accessibility
- ☐ Foreign language versions

Note: *These add real money.*

SECTION K — RIGHTS, LEGAL & CHAIN OF TITLE

Rights & Chain of Title: *Explicit confirmation that the filmmaker actually controls the story.*

Do you currently hold full rights to the subject matter and story?

- ☐ Yes
- ☐ Partially (explain)
- ☐ Not yet secured

And:

Have all primary subjects signed appearance releases?

- ☐ Yes
- ☐ No
- ☐ In progress

Archival Footage Licensed?

☐ Yes ☐ No ☐ Not yet identified

If not licensed, is the budget expected to cover licensing costs?

- ☐ Yes
- ☐ No

Note: *This affects whether the budget is aspirational or real.*



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Are Director and Producer fees included in the budget?

- ☐ Yes
- ☐ Deferred
- ☐ Waived

Why we're asking:

- Funders want honesty
- Unrealistic self-exploitation weakens credibility

SECTION L — FISCAL SPONSOR

Note: *This is critical for grants and foundations.*

Does the project have a fiscal sponsor? ☐ Yes ☐ No ☐ In progress

If yes, name of fiscal sponsor: _____

SECTION M — DISTRIBUTION ASSUMPTIONS

Note: *Not deals — assumptions.*

Intended distribution path (select all):

- ☐ Festivals
- ☐ Educational
- ☐ Broadcast
- ☐ Streaming
- ☐ Community screenings

Note: *This influences deliverables and costs.*

SECTION N — CONTINGENCY EXPECTATIONS

Preferred contingency range:

- ☐ 5% ☐ 10% ☐ Other: _____ %



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Note: *This shows financial maturity.*

What do you believe is the single greatest risk to completing this project on time and on budget? _____

SECTION O — LEGAL & ADMINISTRATIVE

- Legal counsel already retained? ☐ Yes ☐ No ☐ In process

- Does the project require:

☐ Errors & Omissions Insurance

☐ Production insurance

☐ Workers comp

- Insurance needs (E&O, production insurance):

- Insurance Company: _____

- Insurance Policy number: _____

- Insurance Company Contact Name: _____

- Insurance Company Contact Phone: _____

- Insurance Company Contact Email: _____

- Has legal counsel reviewed the film? ☐ Yes ☐ No

- Are there defamation risks?

☐ Yes ☐ No ☐ Possibly

- Music licensing expectations?

☐ Yes ☐ No If No Explain: _____

- Score licensing expectations?

☐ Yes ☐ No If No Explain: _____

SECTION P — TALENT ATTACHMENTS & MARKET VISIBILITY

Any talent attached? ☐ Yes ☐ No ☐ In discussion



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If yes:

- Name(s): _____
- Role: ☐ Narrator ☐ On-camera ☐ EP ☐ Other: _____
- Attachment type: ☐ LOI ☐ Contract ☐ Verbal ☐ In negotiation
- Compensation expectation: ☐ Paid ☐ Deferred ☐ Donated ☐ Unknown

Is an A-list / recognizable narrator involved? ☐ Yes ☐ No ☐ Potential

If yes, narration type: ☐ In-studio ☐ Remote ☐ Live capture on set

☐ Other _____

SECTION Q — PRODUCT PLACEMENT / BRAND INTEGRATIONS

Is there product placement or brand integration in the film?

☐ Yes ☐ No ☐ Possibly

If yes:

- Type: ☐ Paid placement ☐ Donated products ☐ Cross-promo ☐ Pending
- Brands/products: _____
- Deliverables promised to brand(s): ☐ On-screen ☐ Credits ☐ Social ☐ Events
☐ Other: _____
- Any usage restrictions or approvals required? ☐ Yes ☐ No

Note: This impacts legal review, deliverables, and sometimes editorial.

SECTION R — CONDITIONAL BUDGET RISK MODULES

Note: This section may not be used by every client immediately. These items are triggered based on project scope.

◆ MODULE R.1 — CLEARANCES & RIGHTS EXPOSURE

Are any of the following visible in the film?



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- ☐ Artwork (paintings, murals, installations)
- ☐ Brand signage
- ☐ Logos or packaging
- ☐ News clips
- ☐ Social media screenshots
- ☐ Photographs (not taken by you)
- ☐ Public performance footage
- ☐ Music playing in background
- ☐ Television screens in frame

If yes:

- Have rights been cleared? ☐ Yes ☐ No ☐ In progress
- Do you have written clearance documentation? ☐ Yes ☐ No

Note: *Unlicensed visuals can trigger legal removal, re-edit costs, or insurance denial.*

◆ MODULE R.2 — ACCESSIBILITY & CAPTIONING

Required for:

- Grants
- Broadcast
- Streamers
- Public exhibition

Planned deliverables:

- ☐ Closed captions
- ☐ SDH (Subtitles for Deaf & Hard of Hearing)
- ☐ Audio description
- ☐ Foreign subtitles
- ☐ None planned

Accessibility budget allocated?

- ☐ Yes ☐ No
-



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◆ MODULE R.3 — DELIVERABLE SPECIFICATIONS

Intended delivery format:

- ☐ Festival circuit only
- ☐ Broadcast
- ☐ Streaming
- ☐ Educational
- ☐ Theatrical

Deliverables required:

- ☐ DCP
- ☐ ProRes masters
- ☐ Broadcast masters
- ☐ M&E tracks
- ☐ Cue sheets
- ☐ Dialogue lists
- ☐ QC reports

If unknown:

- ☐ Client unsure (budget must assume standard delivery package)

◆ MODULE R.4 — DATA MANAGEMENT & POST INFRASTRUCTURE

Current storage method:

- ☐ Single drive
- ☐ Multiple drives
- ☐ RAID
- ☐ NAS
- ☐ Cloud

Backup protocol:

- ☐ 3-2-1 backup system
- ☐ Single backup
- ☐ No formal backup

Is an assistant editor required? ☐ Yes ☐ No ☐ Unknown

Proxy workflow? ☐ Yes ☐ No



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Estimated total raw footage (TB): _____

◆ MODULE R.5 — FESTIVAL & OUTREACH STRATEGY

Are festivals part of strategy? ☐ Yes ☐ No

Estimated number of submissions: _____

Publicist attached? ☐ Yes ☐ No

Key art created? ☐ Yes ☐ No

Trailer budget allocated? ☐ Yes ☐ No

EPK required? ☐ Yes ☐ No

Travel budget planned? ☐ Yes ☐ No

◆ MODULE R.6 — TAX, PAYROLL & ACCOUNTING STRUCTURE

Will crew be:

☐ 1099 contractors

☐ Payroll service employees

☐ Volunteer

☐ Hybrid

Is a payroll service planned? ☐ Yes ☐ No

Are fringes calculated? ☐ Yes ☐ No

Cost reporting required by funder? ☐ Yes ☐ No

SECTION S — ATTACHMENTS

Upload the following materials if available. These materials assist SNFilms in evaluating scope and funding readiness.

- Upload materials: ☐ Yes ☐ No
- Pitch deck: ☐ Yes ☐ No
- Synopsis: ☐ Yes ☐ No



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- Treatment: ☐ Yes ☐ No
 - Budget draft: ☐ Yes ☐ No
 - Production schedule: ☐ Yes ☐ No
 - Additional supporting materials, if available: ☐ Yes ☐ No ☐ Explain: _____
-
-

Submission Certification

I certify that the information provided in this Production Finance Diagnostic Intake Form is accurate to the best of my knowledge and represents the current status of the project being submitted.

Submission of this form does not guarantee acceptance of the project for services by SNFilms. Projects are reviewed based on scope, feasibility, and production readiness.

Print Name: _____ Signature: _____

Date: _____