

# PRODUCTION INSURANCE BRIEFING SPECIFICATION (PIBS)

Updated: 2019

A collaboration between:



## INTRODUCTION

The Agency should complete and send this Production Insurance Briefing Specification ("PIBS") and the script of the Film to Production Companies it wishes to pitch to produce the Film(s). When starting the pitch, the Agency will inform the Production Companies with the names of the Production Companies being chosen to pitch.

When the Agency has decided which of them it wishes to appoint, it should notify that Production Company by purchase order, or by any other form of written confirmation (including email) to signify it accepts that Production Company's offer to produce the Film. The final, completed PIBS together with the script, Production Company estimate, and treatment of the Film, shall form the Agreement between them

### A. GENERAL INFORMATION

Agency

Agency Producer / Contact

Creative Director

Copywriter

Art Director

Account Director

Client

Campaign / Brand / Product

Budget indication €

### B. FILM 01 – DETAILS

Title of Film

Main Length

Length cut down 1

Length cut down 2

Length cut down 3

Special remarks

Version(s)	FR	VL	UK	NL	INT	N/A
	Other					

Format in which the Film will be shot	1:85	16:9	9:16	1:1	4:5
	Other				

The script of the Film has been validated by client?	YES	NO
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## FILM 02 – DETAILS

Title of Film

Main Length

Length cut down 1

Length cut down 2

Length cut down 3

Special remarks

Version(s)	FR	VL	UK	NL	INT	N/A
	Other					
Format in which the Film will be shot	1:85	16:9	9:16	1:1	4:5	
	Other					
The script of the Film has been validated by client?			YES	NO		

## FILM 03 – DETAILS

Title of Film

Main Length

Length cut down 1

Length cut down 2

Length cut down 3

Special remarks

Version(s)	FR	VL	UK	NL	INT	N/A
	Other					
Format in which the Film will be shot	1:85	16:9	9:16	1:1	4:5	
	Other					
The script of the Film has been validated by client?			YES	NO		

**If more than 3 films, please use additional PIBS for other film details.**

## C. TIMING

Proposed Delivery Date of Production Company estimate & treatment

Proposed Confirmation Date of Production Company estimate

Proposed Shoot Date(s)

The delivery date for the Rushes, Offline approved cut, Online approved cut, Sound Design / VO and Music on which the Production Company should deliver:

Rushes only                  Offline approved cut      Online approved cut      Sound Design / VO      Music

If the Agency asks for the Film's production schedule to be altered or postponed, the parties will use their best endeavours to agree new dates.

Proposed Live / Air Dates for all Film Deliverables:

TV                                  Cinema                                  Online                                  DOOH                                  Direct Mail / POS

## D. CHECKLIST

The purpose of this checklist is to confirm which of them have to be included in the Production Company estimate and for which insurance should be arranged and maintained by the Production Company.

Location Scouting	YES	NO
Casting Talent	YES	NO
Talent Fee(s)	YES	NO
Talent Buyout(s)	YES	NO
Other Buyout(s)	YES	NO

*If yes, please specify which*

Animal(s) & Handler(s)	YES	NO
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*If yes, please specify which*

Provision of Wardrobe	YES	NO
Food Stylist	YES	NO
Special Personnel	YES	NO

*If yes, please specify which*

Special Props	YES	NO
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*If yes, please specify which*

Stills	YES	NO
International Travel to Location	YES	NO

*Agency / Client (no. of)*

Hotel	YES	NO
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*Agency / Client (no. of nights)*

Per Diems	YES	NO
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*Agency / Client (no. of days)*

Permits / Visas	YES	NO			
<i>Agency / Client (no. of)</i>					
Safety Copies / Safety Digital Files	YES	NO			
Offline edit	YES	NO			
Color Grading	YES	NO			
Online edit	YES	NO			
Sound Design (effects & mix)	YES	NO			
Voice-over(s) / Dubbing Voice(s) Fee(s)	YES	NO			
Voice-over(s) / Dubbing Voice(s) Buyout(s)	YES	NO			
<i>If 'Yes', please specify language</i>	FR	VL	UK	NL	N/A
	Other				
Casting Voice-over(s) / Dubbing Voice(s)	YES	NO			
<i>If 'No', please specify voice / dubbing voices to be booked by Production Company:</i>					
Name 01					
Language	FR	VL	UK	NL	N/A
	Other				
Name 02					
Language	FR	VL	UK	NL	N/A
	Other				
Name 03					
Language	FR	VL	UK	NL	N/A
	Other				
Original Music Recording & Buyout	YES	NO			
Library Music Search & Buyout	YES	NO			
Music License	YES	NO			
TV deliverables (D-Mats)	YES	NO			
<i>If 'Yes', please specify amount</i>					
Other deliverables	YES	NO			
<i>If yes, please specify deliverables</i>					
Cinema post-production	YES	NO			
Cinema deliverables (DCP)	YES	NO			
<i>If 'Yes', please specify amount</i>					
International versions	YES	NO			
<i>If yes, please specify which</i>					
Archive Rushes / Master (maximum 5 years)	YES	NO			
Other additional requirements:					

## E. USAGE OF RIGHTS / BUYOUTS

If Usage of Rights / Buyouts (Author / Moral rights) are negotiated by the Production Company and the Agency requires a license, please complete the following information:

Media Audiovisual Media	Time period		If other, please specify	Territory		
	1yr	2yr		BE	Europe	If other, please specify

TV

Cinema

Online

DOOH

Direct Mail / POS

### Non-audiovisual Media

OOH (print)

Press (print)

Packaging (print)

Direct Mail / POS (print)

### Other Media (please specify)

### Production Royalties

Agency requires the license for production rights for the following territories outside Belgium

Agency requires the license for worldwide production rights in perpetuity for an additional 5% mark-up?	YES	NO
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Any other usage of rights / buyouts?	YES	NO
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*If 'Yes', please specify*

## F. INSURANCE

Agency to tick the following risks which should be arranged and maintained by the Production Company with reputable insurers. The paragraphs below, together with the checklist in section E., are intended to assist the Production Company and Agency in ensuring that each will be responsible for, and will obtain, adequate insurance cover in respect of the obligations and risks which they agree to assume under this PIBS. The Production Insurance Budget is the total amount of the Production Company Estimate minus single casting costs, single location scouting costs, all forms of buyouts, online edit or VFX post-production, sound design & mix and the insurance premium itself.

**Film All-Risks Insurance** YES NO

covers Supports, Producer's Indemnity, Civil Liability, Civil Liability for Real Property / Buildings, Equipment, Props, Sets and Wardrobe, Luggage, Production Office Contents, Character Vehicles and Cash. The maximum of the covers depends on the Production Insurance Budget. Upon request, Production Company can provide the maximum insured sums per cover.

**Non-appearance Insurance** YES NO

covers all financial consequences that the Production Company would suffer following a postponement, a stoppage or abandonment of the shooting in the sole event of death, injury by accident, illness or criminal arrest of the Director, DOP, Main Cast and / or other indispensable crew-members which were included in and with a maximum of the Production Insurance Budget. (nbr of person(s) to be detailed in Production Company estimate or bid letter)

**Political Risks Insurance** YES NO

covers all financial consequences that the Production Company would suffer due to terrorism and / or sabotage, threat of terrorism, unattended items, government intervention, strikes, riot and / or civil commotions, coup d'état and / or mutiny, war and / or civil war, damage to miscellaneous property which were included in and with a maximum of the Production Insurance Budget.

**Travel Insurance when shooting abroad** YES NO

**Weather Day Insurance** YES NO

covers all financial consequences that the Production Company would suffer following a postponement or reshoot of a shoot day due to bad weather. The covers are based on a Weather Day Budget provided by the Production Company and adapted and depend on many geographical and seasonal criteria. The cost of a Weather Day Insurance will be subject of a separate quote from the Production Company estimate.

If Weather Day Insurance is required, please specify which meteorological condition(s) is / are needed.

*(consider whether wind will be a problem for model's hair or crane shots)*

*(check the deadline for confirming weather insurance with Production Company, between 10 to 15 working days confirmation of Weather Day Insurance prior to shooting should be allowed!)*

**Any other insurance?** YES NO

*If 'Yes', please specify*

For all further details, Production Company can deliver, upon request, the detailed insurance conditions from its broker.

**G. CURRENCY / EXCHANGE RATES**

Tick if not applicable

Will the production be shot partly or wholly in a non-Euro country? YES NO

Will the Production Company need to purchase foreign currency? YES NO

If 'Yes', the Production Company must, when giving its Production Company estimate in Euro, notify the Agency what percentage of the quote it expects to pay in foreign currency together with the exchange rate and the predicted Euro cost of that percentage.

On the receipt date of the Agency's advance payment, the Production Company should notify the Agency of the final exchange rate and difference of the cost as at that date.

**H. ADDITIONAL REQUIREMENTS**

Insert here any amendments / variations. If necessary, please use additional pages.

Name\*:

Signature\*:

Date:

*\* Authorized for and on behalf of the Agency.*