

**For Office Use Only**

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

File Number: \_\_\_\_\_

Please place a check for each item in the list if the document is enclosed. Please enclose a copy of this completed checklist with your submission.

No.	Item/Description	✓	Office Only
1	A completed copy of the Production Statistics Form.	<input type="checkbox"/>	<input type="checkbox"/>
2	<p>For Productions with costs exceeding \$200,000 an audited Production Cost Statement prepared by a certified accountant with a CGA, CA, CMA or CPA designation. The audit requires schedules detailing the total production cost, total Alberta cost, balance sheet, detailed listing of Accounts payable remaining unpaid, audit report stating audit opinion, and a list of Albertans in Head of Department positions including the amount they were paid.</p> <p>For Productions equal to or under \$200,000 an uncertified Final Cost Report supported by a Statutory Declaration, and a list of all Albertans in Head of Department positions supported by a Statutory Declaration verifying that all Albertans in Head of Department positions satisfy minimum requirements.</p>	<input type="checkbox"/>	<input type="checkbox"/>
3	The final list of Head and Tails Credits as they actually appear on the completed Production, with all Albertan personnel clearly noted. The Tail Credits must include a credit for the Alberta Media Fund (AMF), "Produced with the assistance of the Government of Alberta, Alberta Media Fund" and the correct Government of Alberta logo. Please note credits are required for each episode in a series. If the credits for all episodes are the same, then written confirmation signed by the producer to that effect plus one copy of the credits will suffice. If the Production was shot in Alberta a credit must be included in the Tail credits, "Shot on location in Alberta, Canada".	<input type="checkbox"/>	<input type="checkbox"/>
4	A DVD of the completed Production.	<input type="checkbox"/>	<input type="checkbox"/>
5	Any new or amended document which directly or indirectly references the AMF or the AMF contribution, or which may affect Applicant or Project eligibility.	<input type="checkbox"/>	<input type="checkbox"/>
6	If available and requested by Alberta Culture and Tourism a full press kit as well as any additional publicity/promotional materials available (i.e., posters, video, etc.), with an acknowledgment that Alberta Culture & Tourism may use the press kit, including the name of the Production, excerpts from the Production, stills and other materials to publicly promote the AMF and the Alberta film industry. These materials may be required prior to final payment.	<input type="checkbox"/>	<input type="checkbox"/>
7	Such other documentation that the AMF advises that Applicant may be required in the circumstances of the application.	<input type="checkbox"/>	<input type="checkbox"/>