

# Production Paperwork

When communicating with YouTube by email, always start your subject line with the name of the production. Please do not use an abbreviation or acronym to refer to the show.

## **Staff & Crew Contact List**

- Staff & Crew lists are required and should have names, positions, and contact information for all personnel rendering services in connection with the project. Please update and distribute each version of the document with a version number and a manually entered date in the footer.
- *Do not list YouTube staff on the contact list or include the YouTube logo on any paperwork. The Producer is solely responsible for compliance with all employment, privacy and other laws and regulations. Notwithstanding anything herein, do not share any information with Google if doing so would cause you to violate any laws, regulations, or contractual restrictions.*

## **Calendars**

- All production calendars should include the full run of production on each version. Be sure to include the name of the show, a version number, and the 'as of' date on the calendar document itself. When sending through a new version of a calendar, changes or updates to the calendar should be bullet pointed in the body of the email. See calendar example [here](#)
- At a minimum, calendars should include dates for:
  - Pre-production
  - Casting approvals
  - Principal photography
  - Key staff & crew start and end dates
  - Post-production delivery: all cuts (rough, fine, locked, master)
  - Note due dates
  - Delivery of ancillary or bonus content cuts and notes deadlines

The following must be included in your **show calendar** ([example](#)) if applicable:

### **1. Pre-Production**

- a. Story building / Writing / Scripts
  - i. Submission Dates & YTO Notes
  - ii. YTO Script Notes Turnaround - 48 business hours
- b. Casting
  - i. Start Dates
  - ii. Submission Dates & YTO Notes
- c. Key Hire Start and End Dates
  - i. Showrunner, Writer(s), Director, Line Producer, 1st AD, Post Supervisor, etc

### **2. Production**

- a. Weekly Descriptions (i.e. prep week #; shoot week #, etc)
- b. Shoot Dates (i.e. Day #, or Episode #)
- c. VO Recording (Animation only)

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- d. Hiatus Dates
- e. Wrap Dates

## 3. Post Production

- a. Offline Edit Dates
  - i. Project Set Up / Ingest
  - ii. (3) Cuts to YTO: Rough Cut\*, Fine Cut, Locked Cut
    - 1. *\*All first episodes and pilots will need an extra Rough Cut delivered (RC2)*
    - 2. *No more than 3 cuts per week (if TRT is > :30min), or 4 cuts per week (if :30min or less).*
      - a. **Rough Cut 1 (RC1) and Rough Cut 2 (RC2)**
      - b. **Fine Cut (FC)**
      - c. **Locked Cut (LC)**
- a. Finishing Dates
  - i. Sound Mix
  - ii. Color & Online
  - iii. VFX / Graphics
  - iv. Output & QC
- b. Master Delivery Dates
- c. Wrap Dates
  - i. Soft deliverables
  - ii. Final Assets
- d. A one-sheet [Cuts Delivery Grid](#) listing when all cuts and masters will be distributed must be shared as well.

**Important:** Please note any union holidays or Google/YouTube office closures as that can impact when notes are returned.

## Call Sheets

- Email call sheets to the YTO distribution list on each day prior to shooting.
  - See example for unscripted call sheet [here](#)
  - See example for scripted call sheet [here](#)

## Production Reports

- For every call sheet, a production report must be created and emailed to the approved YTO distribution list. This report will include items such as clear explanations of meal penalties and overtime, scheduled but not completed scenes, completed scenes, shoot times, all travel for cast and crew, Exhibit G data, any loss and damage, all delays, and accidents. Production reports should be prepared as accurately and as comprehensively as possible to support potential insurance claims.
  - See example for unscripted report [here](#)
  - See example for scripted report [here](#)

## Incident Procedure Process

- **Emergency Incident**

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- During the course of production, in the event of an **emergency** incident, or medical concern for cast, crew, or general public (including any physical altercation, hospitalization, arrest, personal accident/injury, vehicle accident, or threat of litigation), no matter how minor, please contact the Production Executive after the situation has been addressed and stabilized. On an expedited basis, please email information about the incident to the following contacts listed below. For the most up-to-date contacts, please refer to the distribution lists sent by the YTO Production Manager after the kick-off meeting.

- Creative Executive
- Production Executive
- Production Manager
- Legal
- Business Affairs
- PR/Communications
- Business Risk & Insurance
- Head of Production (Kimberly Rach)
- If your incident involves talent (including a YouTube creator), please include the Casting and Talent Development Lead (Danny Zaccagnino)
- If your incident specifically involves a YouTube creator, please include YouTube Partnerships (Jamie Byrne)
- If your incident involves harassment, suspicious activity (e.g., stalkers, terrorist threats), security issues, violence), please include YouTube Security (yto-partner-security@google.com)

- Please include the name of the show in the subject line of your email. When available, please email the [YTO Incident Report Form](#), workers comp incident report, medic report, and applicable Production Reports to the same distribution list. No later than 2 business days after the incident, please email the same distribution list and note the production report with any pertinent update and any relevant details on the incident. If there is an incident that could trigger disgrace insurance or a sensitive matter like sexual harassment that arises, please reach out to set a call with the Head of Production, Business Affairs, Legal, your Creative Executive, and your Production Executive.

- **Non-Emergency Incident**

- In the event of any non-emergency incident (property/location damage, equipment damage), please be sure to complete the [YTO Incident Report Form](#) and email the completed form to the Creative executive, Production Executive, Production Manager, and the Business Risk & Insurance team.

*Please note that your insurance provider may have additional claim procedures that are separate from the YouTube Incident Procedure Process. Please check with your broker or carrier.*

## **Union and Guild Paperwork**

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- Compliance with union and guild requirements is the responsibility of the Producer. If you are a union signatory, ensure that you adhere to all requirements and guidelines, including record and delivery of all requisite paperwork. Please reference any union agreements or rate sheets used to budget in the header of your Movie Magic Budgeting (MMB) budget.
- Please review the [Guilds](#) article in the Legal & Compliance section of the production manual for more information on working with members of unions or guilds.

## **Post Paper Deliverables**

- For all required deliverables and guidelines, please review your SOW and the [Post Paper Deliverables](#) article for full details.

## **Legal Paper Deliverables**

- For all required deliverables, please review your SOW, the [Delivery Specifications](#), the [YES delivery specs](#), and the Clearances and Releases section of the production manual.