

## VSI DELIVERABLES

All deliverables are for use by Film Victoria for non-commercial, publicity and promotional purposes promoting Film Victoria and the Victorian Screen Industry only, in its publications, brochures, websites and for reporting to the State of Victoria.

### Delivery Date 1

1. at least 12 different high resolution colour digital stills in jpeg format (pre-cleared for use by Film Victoria for non-commercial, publicity and promotional purposes promoting Film Victoria and the Victorian screen industry only) including at least:
  - 6 stills highlighting the completed Project;
  - 6 stills highlighting the making of the Project in Victoria, highlighting Victorian locations and/or Victorian crew;
2. the final cast and crew list for the Project;
3. for feature films: high definition trailer, **on flash drive** (Windows compatible) or **digital download**;
4. the press kit and publicity materials for the Project, in high definition electronic format **on flash drive** (Windows compatible) or **digital download** (if produced);
5. EPK (if different to press kit) high definition **on flash drive** (Windows compatible) or **digital download** (if produced);

### Delivery Date 2

6. completed Incentive Remittance Questionnaire, available on Film Victoria's website at <https://www.film.vic.gov.au/VSI>
7. a final cost report, submitted in the same financial year as completion of the Project;
8. a detailed General Ledger report clearly evidencing the actual Victorian Spend for the Project, as part of the overall production spend;
9. an audit report which:
  - provides evidence of the actual Victorian Spend for the Project and whether this:
    - has met or exceeded the Minimum Victorian Spend; or
    - is less than the Minimum Victorian Spend;
  - confirms that all payments due to Victorian Residents and Victorian Companies have been made;
  - must be completed by an independent qualified auditor who is a member of Chartered Accountants Australia and New Zealand or CPA Australia, or overseas equivalent;
  - must not be carried out by any person who is an officer, employee or shareholder of the Applicant or any person who is an associate or relative of any officer, shareholder or employee of the Applicant; and
  - includes any other information requested by Film Victoria in relation to the production of the Project in Victoria;
10. evidence that the Applicant has complied with the Credit requirements set out in the Details Page;
11. high definition pre-cleared excerpts of the Project for Film Victoria's promotional use (online promotional use is limited to a maximum of three (3) minutes in aggregate per episode/per Project) **on flash drive** (Windows compatible) or **digital download**;



12. 1 copy of Project **on DVD** (PAL) for Film Victoria's/Victorian Government's internal purposes and, upon request, access to/use of a broadcast quality copy; and
13. 1 hard copy of any poster created for or in connection with the promotion and distribution of the Project and a high definition electronic copy of such poster (if produced).