



FILMING / DOCUMENTARY / VIDEO PRODUCTION PROPOSAL FORMAT / CHECKLIST

Requirement		Checklist (√)
PART A – INTRODUCTION		
1	Video Project Background	
	a) Title	
	b) Genre	
	c) Theme	
	d) Language	
	e) Number of episodes	
	f) Video length for each episode	
2	Tagline	
3	Video Format	
4	Brief Logline ❖ In a concise 2 to 3 sentences, provide a description of your video that cites locations, characters or subjects, mission and stakes as applicable.	
5	Summary of Topics	
	❖ Please briefly provide the following matters:	
	a) Contextual information to acquaint the reader to the subject;	
	b) Advising why the topic is critical;	
	c) Why such a video is needed now;	
	d) Explain any global relevance for the contemporary issues addressed; and	
6	e) Describe why you are the best person to tell this story.	
	Video Series Synopsis ❖ Please clearly communicate the story your video will tell. Who are the characters and what is their journey? What might be different for them from the beginning to the end? What is the central question your video will answer? Consider narrative arc, point of view, and use of artistic elements. Note: Both development and production/ post-production proposals MUST convey some vision for a finished video. Development proposals should identify the possible characters or subjects, locations and able to articulate the narrative framework.	
7	Description ❖ The production should provide the DESCRIPTION for EACH EPISODE.	
8	Objective ❖ The production should provide the OBJECTIVE for EACH EPISODE.	
9	Target Audience ❖ Define your audience/ target group.	
10	Key Messages ❖ Message of the end products (video) from each episode to audience/ target group.	
11	Marketing Plan ❖ Campaign/ promotional timeline. ❖ Media coverage (press conference). ❖ Website/ social media platform/ other online engagement platform.	
12	Financial Statement ❖ Please state the breakdown cost/ item budget in table format for all stages of production (pre-production, production and post-production).	
13	Other Source of Funding ❖ List of other sources of funding with the amount committed to date from each source (grants, pre-sales, donations, fundraisers, producer investment, in-kind sponsorship, etc).	

14	Distribution and Marketing Strategy <ul style="list-style-type: none"> ❖ Characterize the intended distribution life of your video, including relevant broadcast, festival, theatrical, education or home video distribution secured or intended. 	
15	Expected Return on Investment (ROI) <ul style="list-style-type: none"> ❖ Expected Return on Investment and benefits to the State of Sarawak. 	
PART B – ABOUT THE SAMPLE WORK		
1	Current Rough Cut Development proposal is compulsory to include trailers, teasers, clips, research footage or short scene. <ul style="list-style-type: none"> ❖ The production must provide 2 to 3 minutes rough cut and should convey the characters, their mission or journey, the intended story, style, etc. 	
2	Director's Prior Work <ul style="list-style-type: none"> ❖ Describe the prior work and its intentions. Articulate the relevance to current proposal, if any. 	
3	Key Creative Personnel <ul style="list-style-type: none"> ❖ Provide brief biographies (50 – 150 words each) for the key creative team as follows; <ol style="list-style-type: none"> Director Producer Cinematographer/ Videographer Editor ❖ List of advisors or consultants (if applicable) 	
4	Outreach and Engagement <ul style="list-style-type: none"> ❖ If audiences engage with the issues in intended, explain how you would motivate viewers to get more deeply involved. ❖ How might viewers make differences? ❖ Characterize any outreach partners intended or secured. 	
5	Interactive Elements <ul style="list-style-type: none"> ❖ Explain how you would enhance your project through multi-platform and ancillary elements. How might these elements generate social engagement? Please list out the technologies innovations you might creatively harness. 	
PART C – THE VIDEO DEVELOPMENT PROCESS OVERVIEW		
1	The Producer is compulsory to provide the PRODUCTION PLANNING as follows: <ol style="list-style-type: none"> Research content on the proposed subject to be feature in video Production timeline Crew production list Talent list & profile Location scouts' checklist Schedule shooting days/ nights Script Storyboard Shot list 	
PART D – RISK MANAGEMENT		
1	Emergency Response Plan <ul style="list-style-type: none"> ❖ Layout Plan of Emergency Response Plan at the shooting location. 	
2	Standard Operating Procedure (SOP) <ul style="list-style-type: none"> ❖ Insurance Coverage Plan ❖ Contingency Plan 	



TERMS AND CONDITIONS FOR FILMING / DOCUMENTARY / VIDEO PRODUCTION

1. Applicant are required to submit a complete application together with Official letter, Filming/ Documentary/ Video Production Grant Application Form - **MTCP/TEG/F(2)**, and their Project Proposal.
2. It is **COMPULSORY** for the applicant to include in their project proposal all the required items that has been stipulated under the Ministry's Filming/ Documentary/ Video Production Proposal Checklist – **MTCP/TEG/C(2)**.
3. All submission of project proposal(s) is to be submitted to this Ministry at least **three (3) months** before the actual execution date.
4. For applications submitted by any Private Organization / Government Linked Company (GLC); a certified true copy of the following documents must be included;
 - i. Company / Corporate / Organizational profile;
 - ii. Summary of share capital;
 - iii. Directors/ officers;
 - iv. Shareholders/ members;
 - v. Company MOA/ Constitution;
 - vi. Summary of financial information;
 - vii. Latest account statement/ management account for company that has been operating for at least one (1) year; or
 - viii. Latest financial statement that has been audited.
5. For applications submitted by any Association(s) / Non-Governmental Organization (NGO) / Non-Profit Organization (NPO); a certified true copy of the following documents must be included;
 - i. Borang 3 – Akta Pertubuhan 1966 and has been operating for at least one (1) year since the date of registration;
 - ii. Registered with any University or College Act for Higher Learning Institutions; or
 - iii. Any Non-Profit Organizations that involve actively in the field of Arts and Cultures and having their organization registered under the Companies Commission of Malaysia (SSM) which are classifies as a non-profit-oriented under the Syarikat Berhad Menurut Jaminan (SBMJ).
6. A certified true copy of the following documents;
 - i. Production Permit form Local Authority/ City Council/ Resident Office or any related Government Agency;
 - ii. Insurance Policies Coverage Plan; and
 - iii. Working Permit for Non-Sarawakian production crews/ actors/ actress/ talents/ etc.
7. Ministry of Tourism, Industry Creative and Performing Arts Sarawak has the right to consider or reject any applications subject to compliance with this terms and conditions.