

REQUIRED DOCUMENTS BY TYPE OF AUDIOVISUAL

AUDIOVISUAL INVESTMENT CERTIFICATE - CINA

It is the purpose of this document to point out the concept of production expressed in the Resource Allocation Manual Production.

In a general sense, production is understood as the set of processes and works related to audiovisual creation in its different stages of conception and development, which include the pre-production, production and post-production phases. However, the above, in a particular sense and for the purposes of applying the incentives regulated in this Manual, is called the production stage which includes the pre production and filming stages, and as such is distinguished from the post-production stage.

As well as, indicate the basic information required for each type of project that is part of this annex, which addresses the particularities of each genre or audiovisual typology. If required for the evaluation of the project, Proimágenes Colombia may request additional information directly from the applicant producer.

1. Cinematographic fiction, documentary and animation work:

- a. Logline and synopsis (a double-spaced page).
- b. Scripts of the first two (2) episodes and the road map of the remaining episodes. A road map is understood as the thematic development of the series and of what happens episode by episode, including the main plot and subplots.
- c. List of locations to film in Colombia. In case it is defined, inform its geographical location. If the project is filmed only in a studio, provide its name and location. In case it is an animation project, list of the studios that will be used in the project.
- d. Project technical sheet. When the person who will occupy the position is not defined, state whether it will be Colombian or foreign.
- e. Crew configuration: Documents showing all the job positions required to meet the project's needs, with a breakdown of the number of weeks each position will work for each phase of the project. If possible, include the start and end date of activities. It is important that this matches the Budget Breakdown.
- f. Detailed schedule per week for each stage of the project.¹
- g. Monthly projection of expenses subject to CINA²
- h. Format of financing plan.
- i. PowerPoint presentation.

Note: In case the project applies for the components of Production AND Postproduction, the following documents will also be required:

- j. Document with a detailed description of the post-production processes³.

¹ In the case of animation projects, the schedule can be presented in the format that each studio uses.

² By subject expenses it is understood by all the expenses duly billed and paid by the trust.

³ In the case that 100% of the post production is developed in Colombia, this document is the same as the item k.

- k. Detailed description of the post-production processes to be carried out in Colombia that allows evaluating their scope and cost⁴.
- l. List of the Colombian companies linked to the post production process, clarifying what process will be carried out by each one.
- m. Gantt Diagram of the post production activities.

For animation projects, it should be included:

- a. The animation bible or document that shows the characters, settings, and animation technique.
- b. Project production breakdown (also known as “outline”): Detailed description that allows evaluating the scope and cost of production. It must include the number of characters, main scenes, number of scenes, etc.

2. Fiction, documentary, and animation series⁵

- a. Scripts of the first two (2) episodes and the road map of the remaining episodes. A road map is understood as the thematic development of the series and of what happens episode by episode, including the main plot and subplots.
- b. List of locations to film in Colombia. In case it is defined, inform its geographical location. If the project is filmed only in a studio, provide its name and location. In case it is an animation project, list of the studios that will be used in the project.
- c. Project technical sheet. When the person who will occupy the position is not defined, state whether it will be Colombian or foreign.
- d. Crew configuration: Documents showing all the job positions required to meet the project's needs, with a breakdown of the number of weeks each position will work for each phase of the project. If possible, include the start and end date of activities. It is important that this matches the Budget Breakdown.
- e. Detailed schedule per week for each stage of the project.⁶
- f. Monthly projection of expenses subject to CINA⁷
- g. Format of financing plan.
- h. PowerPoint presentation.

Note: In case the project applies for the components of Production AND Postproduction, the following documents will also be required:

- i. Document with a detailed description of the post-production processes⁸.
- j. Detailed description of the post-production processes to be carried out in Colombia that allows evaluating their scope and cost⁹.

⁴ In the case that 100% of the post production is developed in Colombia, this document is the same as the item j.

⁵ Does not apply to realities

⁶ In the case of animation projects, the schedule can be presented in the format that each studio uses.

⁷ By subject expenses it is understood by all the expenses duly billed and paid by the trust.

⁸ In the case that 100% of the post production is developed in Colombia, this document is the same as the item j.

⁹ In the case that 100% of the post production is developed in Colombia, this document is the same as the item i.

- k. List of the Colombian companies linked to the post production process, clarifying what process will be carried out by each one.
- l. Gantt Diagram of the post production activities.

For animation projects, it should be included:

- c. The animation bible or document that shows the characters, settings, and animation technique.
- d. Project production breakdown (also known as “outline”): Detailed description that allows evaluating the scope and cost of production. It must include the number of characters, main scenes, number of scenes, etc.

3. Realities o Series Non Scripted

- a. Logline and synopsis.
- b. The project's bible or document that shows the characters, settings, and detailed description to assess the scope and cost of production.
- c. List of locations to film in Colombia. In case it is defined, inform its geographical location. If the project is filmed only in a studio, provide its name and location.
- d. Project technical sheet. When the person who will occupy the position is not defined, state whether it will be Colombian or foreign.
- e. Crew configuration: Documents showing all the job positions required to meet the project's needs, with a breakdown of the number of weeks each position will work for each phase of the project. If possible, include the start and end date of activities. It is important that this matches the Budget Breakdown.
- f. Detailed schedule per week for each stage of the project. It can be presented in the format that each studio uses, in such a way that the cycles of the reality are clear.
- g. Monthly projection of expenses subject to CINA¹⁰
- h. Format of financing plan.
- i. PowerPoint presentation.

Note: In case the project applies for the components of Production AND Postproduction, the following documents will also be required:

- j. Document with a detailed description of the post-production processes¹¹.
- k. Detailed description of the post-production processes to be carried out in Colombia that allows evaluating their scope and cost¹².
- l. List of the Colombian companies linked to the post production process, clarifying what process will be carried out by each one.
- m. Gantt Diagram of the post production activities.

4. Music Videos

- a. Logline and synopsis.

¹⁰ By subject expenses it is understood by all the expenses duly billed and paid by the trust.

¹¹ In the case that 100% of the post production is developed in Colombia, this document is the same as the item k.

¹² In the case that 100% of the post production is developed in Colombia, this document is the same as the item j.

- b. Concept or visual treatment of the project or a document that shows the characters, settings and detailed description that allows evaluating the scope and cost of production.
- c. List of locations to film in Colombia. In case it is defined, inform its geographical location. If the project is filmed only in a studio, provide its name and location. In case it is an animation project, list of the studios that will be used in the project.
- d. Project technical sheet. When the person who will occupy the position is not defined, state whether it will be Colombian or foreign.
- e. Crew configuration: Documents showing all the job positions required to meet the project's needs, with a breakdown of the number of weeks each position will work for each phase of the project. If possible, include the start and end date of activities. It is important that this matches the Budget Breakdown.
- f. Detailed schedule per days for each stage of the project¹³.
- g. Monthly projection of expenses subject to CINA¹⁴
- h. Format of financing plan.
- i. PowerPoint presentation.

Note: In case the project applies for the components of Production AND Postproduction, the following documents will also be required:

- j. Document with a detailed description of the post-production processes¹⁵
- k. Detailed description of the post-production processes to be carried out in Colombia that allows evaluating their scope and cost¹⁶.
- l. List of the Colombian companies linked to the post production process, clarifying what process will be carried out by each one.
- m. Gantt Diagram of the post production activities.

5. Videogames

- a. Pitch Bible: Document presenting in general the visual style, game mechanics, monetization method, etc.
- b. Game design document: Document presenting the specific visual style (characters and scenarios), game mechanics and all the detailed information that allows evaluating the scope and cost of production.
- c. Project technical sheet. When the person who will occupy the position is not defined, state whether it will be Colombian or foreign.
- d. Total value of the project
- e. Detailed schedule per day for each stage of the project.
- f. Monthly projection of expenses subject to CINA¹⁷
- g. Format of financing plan.
- h. PowerPoint presentation.

¹³ In the case of animation projects, the schedule can be presented in the format that each studio uses.

¹⁴ By subject expenses it is understood by all the expenses duly billed and paid by the trust.

¹⁵ In the case that 100% of the post production is developed in Colombia, this document is the same as the item k.

¹⁶ In the case that 100% of the post production is developed in Colombia, this document is the same as the item j.

¹⁷ By subject expenses it is understood by all the expenses duly billed and paid by the trust.

6. Marketing Audiovisual Project
 - a. Logline y Sinopsis.
 - b. "Story line" o Storyboard, and visual treatment of the project or Director's approach or a document that shows the characters, scenarios and detailed description that allows the evaluating the scope and cost of production.
 - c. List of locations to film in Colombia. In case it is defined, inform its geographical location. If the project is filmed only in a studio, provide its name and location. In case it is an animation project, list of the studios that will be used in the project.
 - d. Project technical sheet. When the person who will occupy the position is not defined, state whether it will be Colombian or foreign.
 - e. Monthly projection of expenses subject to CINA¹⁸
 - f. Detailed schedule of pre-production, production and, given the case, post production of the project.
 - g. Format of financing plan.
 - h. PowerPoint presentation.

Note: In case the project applies for the components of Production AND Postproduction, the following documents will also be required:

- i. Document with a detailed description of the post-production processes¹⁹.
 - j. Detailed description of the post-production processes to be carried out in Colombia that allows evaluating their scope and cost²⁰.
 - k. List of the Colombian companies linked to the post production process, clarifying what process will be carried out by each one.
 - l. Gantt Diagram of the post production activities.
7. **Obras únicamente con postproducción en Colombia.**
 - a. Logline y Sinopsis.
 - b. Document with a detailed description of the post-production processes²¹.
 - c. Project technical sheet. When the person who will occupy the position is not defined, state whether it will be Colombian or foreign.
 - d. Monthly projection of expenses subject to CINA²²
 - e. Detailed description of the post-production processes to be carried out in Colombia that allows evaluating their scope and cost²³.
 - f. Colombian companies related to the post production process.
 - g. Detailed schedule of post production of the project.
 - h. Format of financing plan.
 - i. PowerPoint presentation.

¹⁸ By subject expenses it is understood by all the expenses duly billed and paid by the trust.

¹⁹ In the case that 100% of the post production is developed in Colombia, this document is the same as the item j.

²⁰ In the case that 100% of the post production is developed in Colombia, this document is the same as the item i.

²¹ In the case that 100% of the post production is developed in Colombia, this document is the same as the item b.

²² By subject expenses it is understood by all the expenses duly billed and paid by the trust.

²³ In the case that 100% of the post production is developed in Colombia, this document is the same as the item d.