

## **GUIDELINES FOR RECEIVING A FULL PRODUCER CREDIT FOR AUSTRALIAN FEATURE AND BROADCAST DOCUMENTARIES**

### **OBJECTIVES**

- Offer the accreditation **S.P.A.** mark for producers to include in the screen credits as an acknowledgement of her or his vital role and contribution
- Classifying eligible producers for inclusion in the Screen Producers Australia Awards\*
- Assist in mediation of credit disputes

### **OVERVIEW**

The Producer insignia for Australian productions is the **S.P.A.** (in capitals) acronym that appears following the names of producer/s lodging the **Levy Request for Information Form (RFI)** for members or the **Notice of Producer Credit Form** for non-members of their feature, documentary or long form television (drama, narrative comedy or children's) production with Screen Producers Australia.

The **S.P.A.** insignia is an accreditation mark only and does not necessarily indicate membership of Screen Producers Australia, however it does signify that the credited producer/s performed a majority of the producing duties on the production as outlined in the Producer Credit Criteria.

### **PROCESS**

Following receipt of the Levy Request for Information Form (RFI) or the Notice of Producer Credit Form, Screen Producers Australia staff will offer the verified producers of the production the use of the **S.P.A.** acronym. Use of the **S.P.A.** acronym is entirely optional.

### **ELIGIBILITY CRITERIA**

To be eligible, it is preferable that the production has passed the SAC (Significant Australian Content) test and granted a Provisional Certificate or be an official co-production as defined by the [Screen Australia Producer Offset Guidelines](#). If for any reason a Provisional Certificate has not been issued, as is often the case in television production for example, note the reason in the relevant section on the submitted Levy Request for Information Form (RFI) or the Notice of Producer Credit Form.

### **DOCUMENTARY PRODUCTION AWARD DEFINITIONS\*\***

**Feature Length Documentary** is defined as a single self-contained non-fiction film longer than 50 minutes in duration, that is a creative treatment of actuality intended primarily for cinema release.

**Documentary Television Program** means a Television Program that is either:

1. (a) a single, self-contained and continuous documentary; or
2. (b) a documentary series of a potentially unlimited number of episodes but not less than two episodes;

that is a creative treatment of actuality other than a news, current affairs, sports coverage, magazine or infotainment program, Light Entertainment Television Series or Reality Television Series. This definition includes programs that consist of the Producers setting up a premise or initial situation that is then observed with minimal further intervention by the Producers.

**Television Program** means a Production broadcast in Australia produced for television broadcast on free to air, subscriber or online television.

### **PRODUCER/EXECUTIVE PRODUCER CREDIT CRITERIA**

Subject to the control of the Owner, the title of Producer or Executive Producer, in Australian Documentary production is expected to exercise decision-making authority over a majority of the following specific job functions to receive the **S.P.A.** mark:

#### **1. DEVELOPMENT**

- Conceive the underlying concept upon which the production is based or involved at its inception **OR**
- Select the material upon which the production is based and secured necessary rights for development and production of the material.
- Select the writer(s).
- Conceive and/or supervise the creation of the series or production 'bible'
- Supervise and oversee the development process.
- Secure the initial financing and/or development funding.
- Serve as the primary point of contact for the studio and/or financing entity.

#### **2. PRE-PRODUCTION**

- Select the director and producer(s) and/or production supervisor and/or production manager and/or line producer.
- In consultation with the director, selected the production designer, cinematographer, editor and visual effects company.
- Participate in location scouting in consultation with the director.
- Supervise the preparation of the preliminary budget and approved and signed the final budget in consultation with the relevant production supervisor/manager and line producer.
- Creatively involved in the final shooting script(s) in consultation with the director and the writer(s) and approved and signed the final shooting script(s) (if applicable).
- Approve final shooting schedule in consultation with the director, producer, production supervisor/manager and line producer.

#### **3. PRODUCTION**

- Exercised final approval of the deals for the principal components of the production.
- Supervise the production team.
- Provide ongoing in-person consultation with the director and principal cast (if applicable).
- In collaboration with the director, provided in-person consultation with the production designer, art department, wardrobe, make-up and hair (if applicable).
- Approved the weekly cost report.

#### **4. POST PRODUCTION & MARKETING**

- Select the composer in consultation with the director, and participated in-person with the composer and the director in the scoring process
- Consult with the director and the editor during the preparation of the first cut shown to the broadcaster/studio/financial entity.
- Provide in-person consultation with the editor, the director, the broadcaster, studio or financial entity and participate on the final cut of the production.
- Select the music supervisor in consultation with the director, and participate in-person during the music recording sessions.
- Provide in-person consultation with the director on the re-recording stage.
- Provide in-person consultation with the director on the titles.
- Provide in-person consultation with the cinematographer, the director, the broadcaster, studio and/or financing entity on the edited master.
- Consult on the media plan and materials, and the marketing and distribution plans for the production.
- Consult on the plans for exploitation of the production in ancillary, foreign markets and festivals.

\*Only financial members of Screen Producers Australia are eligible to enter the Awards

\*\* Based on the Australian Academy of Cinema and Television Arts (AACTA) award entry criteria