



IPA/APA | COVID-19 Production Risk Mitigation Plan

There is no production insurance for any COVID-19-related disruption. This document provides a framework to identify where uninsurable COVID-19 production risks exist, and what steps are being taken to mitigate those risks. Agency should work with all production partners to complete this document. Client and agency should discuss risks and mitigations prior to Estimate Approval.

| PROJECT INFORMATION | | GOVERNMENT POLICY/GUIDANCE & TALENT RISK IN ASSOCIATED AGENCY ESTIMATE | |
|----------------------------------|---------------------------------------|--|-----------------------|
| Client | [insert] | A General Government Policy/Guidance | |
| Brand / Product | [insert] | B General Talent / Actors / Models | |
| Project / Campaign Name | [insert] | C General Other | |
| Agency Job Number (if available) | [insert] | PRODUCTION PARTNERS CONTRACTED IN ASSOCIATED AGENCY ESTIMATE | |
| Total Budget | [insert] | D Film Production Company | [insert company name] |
| Currency | [insert: GBP / EUR / USD / CNY / etc] | E Film Editing Company | [insert company name] |
| PERSONNEL | | F Film Post Production Company | [insert company name] |
| Client Senior Brand Lead | [insert] | G Film Audio Production Company | [insert company name] |
| Client [insert if needed] | [insert] | H Stills Photographic/Visual Artist Agent | [insert company name] |
| Client [insert if needed] | [insert] | I Stills Production Company | [insert company name] |
| Agency Account Management Lead | [insert] | J Stills Retouching & CGI Company | [insert company name] |
| Agency Legal Council Lead | [insert] | K Stills Design Agency | [insert company name] |
| Agency Production Lead | [insert] | L Stills Reprographic Agency | [insert company name] |
| Agency [insert if needed] | [insert] | M Other [insert if needed] | [insert company name] |
| Agency [insert if needed] | [insert] | N Other [insert if needed] | [insert company name] |

| COVID-19 Specific Risk Types | | Relevant? Select YES or NO | Mitigation Plan PC: Alt+Enter to start new line. Mac: Option+Enter to start new line |
|---|--|-------------------------------|--|
| A General Government Policy/Guidance | | | |
| 1 | Change in UK Government policy/guidance i.e. travel ban/restrictions, non-essential work shutdown, lockdown | YES | This is a non-controllable, uninsurable risk that may directly affect all elements of this production. |
| 2 | Change in other government policy/guidance i.e. travel ban/restrictions, non-essential work shutdown, lockdown | | This is a non-controllable, uninsurable risk that may directly affect all elements of this production. |
| 3 | [insert if needed] | | |

| COVID-19 Specific Risk Types | | Relevant? Select YES or NO | Mitigation Plan PC: Alt+Enter to start new line. Mac: Option+Enter to start new line |
|---|--|-------------------------------|---|
| B General Talent / Actors / Models | | | |
| 1 | Any role in an 'at risk' category i.e. 60+ years old or those with underlying medical conditions (such as cardiovascular disease, diabetes, chronic respiratory disease, and cancer) | | (GDPR NOTE: DO NOT INCLUDE ANY ARTIST DETAILS OR DETAILS OF SPECIFIC CONDITIONS) |
| 2 | Non-appearance of Celebrity talent | | |
| 3 | Non-appearance of Featured talent | | |
| 4 | Non-appearance of Walk-on talent | | |
| 5 | Non-appearance of Background/Extra talent | | |
| 6 | Non-appearance of Voiceover talent | | |
| 7 | Travel required for talent | | |
| 8 | [insert if needed] | | |

| COVID-19 Specific Risk Types | | Relevant? Select YES or NO | Mitigation Plan PC: Alt+Enter to start new line. Mac: Option+Enter to start new line |
|------------------------------|---|-------------------------------|---|
| C General Other | | | |
| 1 | Non-appearance of key agency personnel i.e. creative director, agency producer, etc | | |
| 2 | Shipping of key props/product | | |
| 3 | Licensed Intellectual Property, requiring upfront financial commitment i.e. film references, literary references, footage, music, etc | | |
| 4 | Celebrity involvement, requiring upfront financial commitment | | |
| 5 | [insert if needed] | | |

| COVID-19 Specific Risk Types | | Relevant? Select YES or NO | Mitigation Plan PC: Alt+Enter to start new line. Mac: Option+Enter to start new line |
|------------------------------------|---|-------------------------------|---|
| D Film Production Company | | | |
| 1 | Non-appearance of director | | |
| 2 | Non-appearance of producer | | |
| 3 | Non-appearance of key crew member i.e. cinematographer, production designer, other department heads, etc | | |
| 4 | Non-appearance of other crew member | | |
| 5 | Travel required for crew | | |
| 6 | Travel required for agency/client personnel | | |
| 7 | Health & safety precautions being implemented during pre-production | | |
| 8 | Health & safety precautions being implemented during shoot | | |
| 9 | Health & safety precautions being implemented for talent/artists i.e. celebrities, featured artists, walk-ons, background extras, etc | | |
| 10 | Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc | | |
| 11 | [insert if needed] | | |

| COVID-19 Specific Risk Types | | Relevant? Select YES or NO | Mitigation Plan PC: Alt+Enter to start new line. Mac: Option+Enter to start new line |
|--|--|-------------------------------|---|
| E Film Editing Company | | | |
| 1 | Non-appearance of key editorial personnel i.e. editor, assistant editor, producer, etc | | |
| 2 | Travel required for editorial team | | |
| 3 | Travel required for agency/client personnel | | |
| 4 | Health & safety precautions being implemented during editing process | | |
| 5 | Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc | | |
| 6 | [insert if needed] | | |
| COVID-19 Specific Risk Types | | | |
| | | Relevant? Select YES or NO | Mitigation Plan PC: Alt+Enter to start new line. Mac: Option+Enter to start new line |
| F Film Post Production Company | | | |
| 1 | Non-appearance of VFX supervisor | | |
| 2 | Non-appearance of other key post-production personnel i.e. 3D lead, 2D lead, colourist, producer, etc | | |
| 3 | Travel required for post-production team | | |
| 4 | Travel required for agency/client personnel | | |
| 5 | Health & safety precautions being implemented during post-production process | | |
| 6 | Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc | | |
| 7 | [insert if needed] | | |
| COVID-19 Specific Risk Types | | | |
| | | Relevant? Select YES or NO | Mitigation Plan PC: Alt+Enter to start new line. Mac: Option+Enter to start new line |
| G Film Audio Production Company | | | |
| 1 | Non-appearance of key audio personnel i.e. lead engineer, studio manager, producer, etc | | |
| 2 | Travel required for audio team | | |
| 3 | Travel required for agency/client personnel | | |
| 4 | Health & safety precautions being implemented during audio production process | | |
| 5 | Health & safety precautions being implemented for talent/artists i.e. voice over artists, etc | | |
| 6 | Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc | | |
| 7 | [insert if needed] | | |
| COVID-19 Specific Risk Types | | | |
| | | Relevant? Select YES or NO | Mitigation Plan PC: Alt+Enter to start new line. Mac: Option+Enter to start new line |
| H Stills Photographic/Visual Artist Agent | | | |
| 1 | Non-appearance of photographer/visual artist | | |
| 2 | Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc | | |
| 3 | [insert if needed] | | |
| COVID-19 Specific Risk Types | | | |
| | | Relevant? Select YES or NO | Mitigation Plan PC: Alt+Enter to start new line. Mac: Option+Enter to start new line |
| I Stills Production Company | | | |
| 1 | Non-appearance of photographer/visual artist | | |
| 2 | Non-appearance of producer | | |
| 3 | Non-appearance of key crew member i.e. digi-op, 1st assistant, production designer, other department heads, etc | | |
| 4 | Non-appearance of other crew member | | |
| 5 | Travel required for crew | | |
| 6 | Travel required for agency/client personnel | | |
| 7 | Health & safety precautions being implemented during pre-production | | |
| 8 | Health & safety precautions being implemented during shoot | | |
| 9 | Health & safety precautions being implemented for talent/artists i.e. celebrities, featured artists, walk-ons, background extras, etc | | |
| 10 | Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc | | |
| 11 | [insert if needed] | | |
| COVID-19 Specific Risk Types | | | |
| | | Relevant? Select YES or NO | Mitigation Plan PC: Alt+Enter to start new line. Mac: Option+Enter to start new line |
| J Stills Retouching & CGI Company | | | |
| 1 | Non-appearance of key retouching personnel i.e. head of retouching, CGI artist, lead retoucher, producer, etc | | |
| 2 | Travel required for retouching team | | |
| 3 | Travel required for agency/client personnel | | |
| 4 | Health & safety precautions being implemented during retouching process | | |
| 5 | Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc | | |
| 6 | [insert if needed] | | |

| COVID-19 Specific Risk Types | | Relevant? Select YES or NO | Mitigation Plan PC: Alt+Enter to start new line. Mac: Option+Enter to start new line |
|-------------------------------------|---|--------------------------------------|--|
| K | Skills Design Agency | | |
| 1 | Non-appearance of key design personnel i.e. head of design, lead designer, artworker, studio manager, etc | | |
| 2 | Travel required for design team | | |
| 3 | Travel required for agency/client personnel | | |
| 4 | Health & safety precautions being implemented during retouching process | | |
| 5 | Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership | | |
| 6 | [insert if needed] | | |
| COVID-19 Specific Risk Types | | | |
| L | | Relevant? Select YES or NO | Mitigation Plan PC: Alt+Enter to start new line. Mac: Option+Enter to start new line |
| | Skills Reprographic Agency | | |
| 1 | Non-appearance of key reprographic personnel i.e. reprographic manager, print buyer, producer, other department heads, etc | | |
| 2 | Travel required for reprographic team | | |
| 3 | Travel required for agency/client personnel | | |
| 4 | Health & safety precautions being implemented during reprographic process | | |
| 5 | Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership | | |
| 6 | [insert if needed] | | |
| COVID-19 Specific Risk Types | | | |
| M | | Relevant? Select YES or NO | Mitigation Plan PC: Alt+Enter to start new line. Mac: Option+Enter to start new line |
| | Other [insert if needed] | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| COVID-19 Specific Risk Types | | | |
| N | | Relevant? Select YES or NO | Mitigation Plan PC: Alt+Enter to start new line. Mac: Option+Enter to start new line |
| | Other [insert if needed] | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |