

ATTACHMENT 1 : SAMPLE SCOPE OF WORK

Project: Growth in Arkansas
Scope of Work: Animation
June 1, 2016

Dear *Vendor*:

This is an Agreement between **Arkansas Educational Telecommunications Network (AETN)** and an **Animator** for Arkansas History Animation for the documentary film ***Growth in Arkansas***. Please review the following terms of our partnership and sign two copies of your acceptance in the space provided and return to AETN. A fully-executed copy will be returned to you for your files.

Glossary:

SOW - Scope of Work

AETN - Arkansas Educational Television Network

GA – *Growth in Arkansas* - documentary film

Goals of the Agreement:

The goal of this Agreement is to establish a clear understanding of the services and production schedule that need to be rendered for the documentary film ***Growth in Arkansas***. The schedule for this service begins June 1, 2016 and ends December 30, 2016.

1. Creation of original animations.
2. *Vendor* will provide any legal documents and or rights and releases associated with the animation.

Partnership Agreement:

AETN will:

- Retain creative and editorial control, all copyrights of the program in perpetuity in accordance with FCC mandates;
- Oversee all production elements, submitted as required;
- Schedule the programs for broadcast, webcast, or in any other medium, if desired;
- Withdraw from this agreement for any reason with 30-days written notice to *Vendor*;
- Provide appropriate promotional support for the broadcast, internet and social media;
- Serve as fiscal agent for the project.

***Vendor* will:**

- Observe current PBS Production and Program Standards, including all deliverables, packaging, underwriting, technical and credit guidelines as outlined in The Red Book, which can be found at www.pbs.org/producing/redbook;
- Adhere to approved budget, production schedule and delivery dates;
- Provide AETN with progress reports as requested;
- Secure necessary rights and releases for all personal appearances, audio and visual materials and other proprietary elements used in the production;
- Coordinate with AETN all promotion materials related to the program before release;

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- Withdraw from this agreement for any reason with 30-days advance written notice to AETN.

Deliverables:

Over the course of the production and as requested, *Vendor* will provide for **AETN** and deliver to (Producer).

1. Create five (5) original 3D animations illustrating the population of Arkansas in Arkansas Post in 1686. Historical research/evidence will be provided to *Vendor* as a reference.
 - Submit graphics by October 15, 2016 and finalize by November 1, 2016
2. Create an original map of Arkansas that is animated and demonstrates the growth in population from 1700-1900 with historical accuracy. Historical information will be provided.
 - Submit for review by November 1, 2016 and finalize by December 9, 2016

Legal:

The parties agree that any claims, liability, costs, expenses, demands, settlements, or judgments arising from the negligence, acts or omissions of **AETN** or its employees or agents in the performance of this Agreement must be presented to the Arkansas State Claims Commissions. **AETN** agrees that: (1) it will cooperate in the defense of any action or claim brought against *Vendor* seeking damages or relief; (2) it will cooperate in good faith should *Vendor* present any claim to the Claims Commission; and (3) it will not take any action to frustrate or delay the prompt hearing of claims, although it reserves the right to assert all claims and defenses available to it.

Broadcast:

Once the program is delivered to AETN and approved by the TV Producer, AETN may distribute the program in its entirety, including any and all titles and credits, at its discretion, or preempt its scheduled release for any reason.

Payment/Post-Production Schedule:

1. \$10.00 upon receipt of invoice and approval of Deliverables 1-2.
2. This agreement begins June 1, 2016 and ends by December 30, 2016.

AGREED BY *Vendor*

Name (please print): _____

Title: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____

ATTACHMENT 1 : SAMPLE SCOPE OF WORK

Email: _____

Signature: _____

Date: _____

AGREED BY **AETN**:

Name (please print): _____

Title: _____

Company: AETN _____

Address : 350 South Donaghey Ave.

City,State,Zip: Conway, AR 72034 _____

Phone: _____

Email: _____

Signature: _____

Date: _____

SAMPLE