



Wrap-Up Sample form letter to Agency

Dear _____ (agency representative):

Per the information provided to us for _____ (job name), this job is being shot using "wrap-up" insurance and is naming _____ (production company) as insured under this policy. It is important that your coverage is comprehensive in the manner that production insurance normally is and has all of the customary coverage. Special risks will be detailed in separate paperwork associated with the job, but prior to proceeding, we must be assured that your coverage is adequate for our company to work under.

Listed below are the essential forms of insurance that should be included in the client and/or advertising agency wrap-up insurance program to provide protection during the making of television commercials.

- Commercial General Liability
- Non-owned & Hired Automobile Liability
- Umbrella Liability
- Errors and Omissions Liability
- Film Production Package Policy
- Group/Guild Travel Accident

*The film production package policy should include but not be limited to the following coverages, depending on specific needs for the job:

- Negative Film & Videotape Faulty Stock, Camera & Processing
- Advertising Agency Re-shoot Endorsement
- Talent Cost Endorsement
- Props, Sets and Wardrobe
- Extra Expense
- Off Premises Power Interruption
- Miscellaneous Equipment
- Third Party Property Damage
- Monies & Securities
- Civil Authority
- Office Contents
- Hired Vehicle Physical Damage

Please sign and return this form along with the production contract.

Sincerely,

(your name)

(agency representative)