

BUSINESS CONTINUITY POLICY

PASSION PRODUCTIONS LTD
DENHAM HOUSE | HOXNE ROAD | DENHAM | SUFFOLK
Telephone No: 01379 668353 / 00 44 7528894451
createfilms@mac.com



Company Number: 9038539
<https://www.passionproductions.co.uk>

- All projects to be:
 - Time frames to be agreed on all projects
 - Properly budgeted using EXEL.
 - Monies to be ringfenced in bank account for each individual project.
 - Monitoring strategy for funders to be templated before project start.
 - All key management to have access to hard copies of working project files, using google teams or similar software.
 - Company to be affiliated with relevant production associations:
 - i) Radio – Audio UK.
 - ii) Film and TV – PACT
 - iii) Film & TV – WFTV
 - iv) Theatre – EQUITY
 - v) Writing – WGGB
 - Contingency strategies to be put in place for all projects.
 - Contingency strategies to include:
 - a) alternative key management
 - b) alternative key artists
 - c) alternative key venues
 - d) alternative key equipment hires.

POLICY ADOPTED 5th October 2020 by

A handwritten signature in black ink, appearing to read "Shirley Day".

Shirley Day. MD. Passion Productions Ltd.

POLICY REVIEWED 5th October 2021