

## Victorian Production Fund – Games Application Document Checklist

This checklist is designed to help you prepare the necessary documentation for a Victorian Production Fund – Games application. Before commencing an application we strongly suggest you read the [Victorian Production Fund Games Guidelines](#) and VicScreen's [Terms of Trade](#).

The documentation required is dependent on various factors related to your project, and VicScreen provides templates that show the minimum level of information required for an application. However, if you have existing documentation in a different format that better communicates your project and planning, you can submit those.

If you have any questions, please contact Head of Games and Interactive, [Paul Callaghan](#) – 03 9660 3224.

### What documents do you need to apply?

#### *For Pre-Production*

- Creative Materials that demonstrate the creative vision of the project. Examples include:
  - Pitch deck
  - Concept Art
  - Narrative outline
  - Paper prototypes
  - Digital prototypes showing early-stage key mechanics
  - Gameplay or concept videos
- Development Roadmap showing clear tasks and milestones for the pre-production stage
- Completion Plan showing outcomes from the stage and next steps to take the game to release/completion
- Finance Plan and Budget
- Online Details, including website links, social media, and storefronts
- Diversity, Equity, and Inclusion Plan
- Accessibility Plan
- Any additional support materials, including Letters of Intent or Support, confirmed funding, licensing or rights documentation.

#### *For Production*

- Pre-production materials that demonstrate the creative, technical, and commercial elements of the project appropriate to the project's scale and budget. Examples include:
  - Pitch deck
  - Digital prototype showing key mechanics
  - Vertical slice showing elements of the game at target quality

- Gameplay and concept videos
- Market analysis including audience segments, positioning, comparative analysis, etc.
- Development Roadmap showing clear tasks and milestones for production to project release
- Marketing and Audience Engagement Plan
- Finance Plan and Budget
- Online Details, including website links, social media, and storefronts
- Diversity, Equity, and Inclusion Plan
- Accessibility Plan
- Any additional support materials, including Letters of Intent or Support, confirmed funding, licensing or rights documentation

### ***For Post-Production***

- A release version of the game and additional relevant Creative Materials that demonstrate post-production content
- Snapshot of release outcomes, including sales figures, audience engagement, revenue
- Development roadmap for new content showing clear tasks and milestones for production to next stage release
- Marketing and Audience Engagement Plan
- Finance Plan and Budget
- Online Details, including website links, social media, and storefronts
- Diversity, Equity, and Inclusion Plan
- Accessibility Plan
- Any additional support materials, including Letters of Intent or Support, confirmed funding, licensing or rights documentation