

Film Production Checklist

By Nicole Nichols-West

- Pre-production
 - Lock your script - it needs to be as complete as possible, before you shoot.
 - Have your writer sign an "Assignment of Rights" with the production coordinator.
 - Write your budget.
 - Have your budget confirmed with you Executive Producer.
 - Do a script breakdown and create strip boards, a production schedule and shooting schedule.
 - Find and book crew & confirm dates.
 - Prepare contracts for all crew members.
 - Scout locations.
 - Cast the show.
 - Start cast rehearsals with the director.
 - Print out the paperwork file from the web page and distribute to the proper personnel.
 - Lock locations at least one full month before shooting.
 - Complete all film permits, location agreements and certificates of insurance.
 - Meet with the production coordinator to do cash advances and check requests.
 - Order film or tape stock to the production coordinator.
 - Order sound tape.
 - Schedule the equipment.
 - Place any orders for equipment rental with the production coordinator.
 - Make sure all department heads are meeting with the director.
 - Have a safety meeting with the safety manager.
 - Have a tech scout.
 - Have a final production meeting with crew.
- Equipment
 - Camera, sound, lighting, grip.
 - Book equipment (deposits, payment schedules)

- Determine how to get equipment to location.
- Make equipment list.
- Test equipment (allow time to process and view).
- Determine who will pick up equipment prior to shoot.
- Stock
 - Order stock.
 - Get stock to location.
 - Determine what containers will stock be transported in?
 - Decide how will stock be stored on location.
 - Does stock need to be sent ahead to various location?
- Locations
 - Arrange country film permits and filming requirements.
 - Arrange location permits & location agreements.
 - Get location details (address, phone, fax, contact name, directions, map, parking).
 - Check for power availability and voltage.
 - Check for special clothing or other requirements.
 - Check food, water and toilets.
 - Check security if gear to be left overnight.