

## **PRE-PRODUCTION CHECK LIST**

Not all items below are needed in every project. Check the list to see what works for you. Or, you may see items that are usually handled by a department head.

### **Pre-production offices (if not provided)**

- Rent office space for the duration of the project
- Arrange for office phones and a fax line, cell phones, pagers, and walkie-talkies
- Arrange for computers and laptops, color printers, copy machines, and supplies
- Order stationery, business cards, and envelopes
- If not provided, rent office furniture, tables and chairs
- When needed, get insurance to cover any of the above

### **Primary above-the-line**

- All deal memos and/or contracts with the producer, writer, director, the DP, art director, and major talent are completed and signed

### **Insurance**

- Research and obtain general liability and workers' comp insurance
- When needed, add extra insurance riders for stunts, explosives, etc.
- If necessary, obtain Errors and Omissions insurance
- Research and obtain additional insurance (and other permits) if shooting in foreign countries

### **Scripts**

- All story rights are registered, secured, and the contracts signed
- Finalize the script
- Draw up a shot list
- Duplicate script
- Distribute script (and on-going) revisions to relevant cast, crew, clients

**Get completed and signed copies of:**

- \_\_\_ Contracts involving the producer, director, writer, DP, and/or other key people
- \_\_\_ Contracts and releases (including union paperwork) for all talent, including on-camera actors, hosts, narrators, voice-overs, animals, and extras
- \_\_\_ Contracts and releases or work permits for minors
- \_\_\_ Deal memos with crew members and production staff
- \_\_\_ Location agreements
- \_\_\_ Shooting permits
- \_\_\_ Certificates of insurance (general liability, possibly Errors and Omissions)
- \_\_\_ Music or stock footage clearances
- \_\_\_ Car service vouchers
- \_\_\_ Catering and craft services menus and contracts

**Keep and/or distribute multiple blank copies of:**

- \_\_\_ Shooting schedule (daily, weekly, or per-project)
- \_\_\_ Scripts and any changes or revisions
- \_\_\_ Contact sheet for cast and crew with cell phones, pagers, home phones, email, and other contact info (Be aware of confidentiality issues, like Social Security #)
- \_\_\_ Talent release forms
- \_\_\_ SAG guidelines, contracts, Taft-Hartley report forms, and time sheets
- \_\_\_ Maps or driving directions to locations or set
- \_\_\_ Workers' compensation accident report forms
- \_\_\_ Call sheet
- \_\_\_ Daily/weekly production report
- \_\_\_ Contact sheet
- \_\_\_ Location agreement
- \_\_\_ Petty cash report forms and envelopes
- \_\_\_ Sign-out sheets for walkie-talkies, cell phones, equipment, raw stock, etc.

**Script breakdowns, including:**

- \_\_\_ Storyboards and/or floor plans
- \_\_\_ Locations
- \_\_\_ Sets
- \_\_\_ Talent and cast, background extras
- \_\_\_ Stunts

- \_\_\_ Animals and children
- \_\_\_ Special visual and audio effects
- \_\_\_ Transportation, travel
- \_\_\_ Vehicles for production and picture
- \_\_\_ Second-unit shoots
- \_\_\_ Special equipment
- \_\_\_ Hair, makeup, wardrobe

### **Talent and cast**

- \_\_\_ If needed, find and work with a casting director for casting all talent
- \_\_\_ Audition and hire all major and minor talent, extras, and background
- \_\_\_ Audition and hire animals and their trainer or wrangler
- \_\_\_ Audition and hire children
- \_\_\_ Audition and hire extras and background
- \_\_\_ Have the proper releases, union paperwork, and/or deal memos that each of the above (or their guardian) will sign and return
- \_\_\_ Schedule rehearsals
- \_\_\_ Schedule fittings for wardrobe, hair and makeup
- \_\_\_ Schedule special needs for actors: dialogue or dialect coach, music, or choreography such as dancing or fighting

### **Locations**

- \_\_\_ Hire a location manager
- \_\_\_ Scout new locations, photograph them, and agree with the director or producer on locations to secure
- \_\_\_ Prepare and complete all location agreements with property owners
- \_\_\_ Obtain any necessary certificates of insurance to distribute to location owners
- \_\_\_ Get shooting permits
- \_\_\_ Arrange for fire safety and/or police officers
- \_\_\_ Hire or assign security personnel for traffic and crowd control
- \_\_\_ Prepare and distribute driving directions or maps to location(s)
- \_\_\_ Arrange for all parking and permits, and post notices in neighborhoods where a shoot is taking place

- \_\_\_ Assign areas to be set up for dressing rooms, catering, hair and makeup, wardrobe, extras, animals, vehicles, special equipment, and children and parents
- \_\_\_ Scout the location for nearby parking lots, restaurants and delis, emergency medical facilities, lodging, and other on-location amenities, and provide relevant information about them to crew and cast
- \_\_\_ Check on, or supply air conditioners, heaters, and/or fans
- \_\_\_ Have an alternative site ready as a cover set in case of an emergency
- \_\_\_ Arrange for a crew to clean up after the shoot
- \_\_\_ After the shoot, walk through the property with the owner and get a location release signed and dated by the owner

### **Sets and sound stages**

- \_\_\_ Scout and research sound stages, buildings, and other places that can comfortably and creatively work for the shoot and the budget
- \_\_\_ Check the sound stage for adequate power supply, sound-proofing, heat and air conditioning
- \_\_\_ Check that the space has adequate loading areas for equipment and vehicles, and elevators for moving equipment up or down stairs
- \_\_\_ Find space for dressing rooms for the talent, holding areas for extras and audience participants, a space for meals and snacks, production office(s), set construction and painting areas, and rooms for hair, makeup, and wardrobe.

### **Cast and crew amenities**

- \_\_\_ Provide special areas for cast and crew to sit down, eat, and relax between takes
- \_\_\_ Arrange craft service for cast and crew including coffee, tea, milk, water and snacks at all times, with at least one healthy meal per day, or every 6 hours
- \_\_\_ Supply hydraulic chairs for hair and makeup, and foldable director's chair for cast and crew.
- \_\_\_ Set up area for director, script supervisor, with a monitor and headphones.
- \_\_\_ Arrange for special area(s) designated for animals and their wranglers, for children and their parents, and for extras

### **Transportation vehicles**

- \_\_\_ Star dressing room vehicle(s)

- \_\_\_ Equipment vans for camera, grip and electric, audio and sound equipment
- \_\_\_ Production trailer(s)
- \_\_\_ Hair, makeup, and wardrobe trailer(s)
- \_\_\_ Craft services and/or catering truck
- \_\_\_ Honey wagon(s) (portable toilets)
- \_\_\_ Props and/or furnishings truck
- \_\_\_ Trucks for delivering sets, set pieces, and dressings
- \_\_\_ Cars or vehicles featured or used in the production

### **Production equipment**

- \_\_\_ Camera(s) and related equipment
- \_\_\_ Lighting, rigging, gels, cables, and related equipment
- \_\_\_ Video assist monitor and cables
- \_\_\_ Steadicam package
- \_\_\_ Dolly and tracks
- \_\_\_ Cranes and jibs
- \_\_\_ Grip and electric equipment
- \_\_\_ Microphones, wireless lavs, booms, windscreens
- \_\_\_ If needed, VTR or DAT recording device
- \_\_\_ Walkie-talkies and headsets
- \_\_\_ Generator(s)
- \_\_\_ Folding tables and chairs for catering, equipment, and administration

### **Production materials**

- \_\_\_ Raw stock, memory cards, or hard drives for video or film to cover all shooting days and extra contingency
- \_\_\_ Light gels and special lighting gobos
- \_\_\_ Camera filters and lenses
- \_\_\_ Digital still camera
- \_\_\_ Batteries for all battery-powered equipment
- \_\_\_ Audio recording tape or storage
- \_\_\_ Sound blankets (moving blankets)
- \_\_\_ Blue screen or green screen for special effects
- \_\_\_ Backdrops, cycs, and/or black Duvateen fabric

- \_\_\_ All furnishings and set dressing
- \_\_\_ All props, including food, weapons, books, and objects handled by actors
- \_\_\_ All materials needed in hair and makeup
- \_\_\_ All wardrobe and accessories
- \_\_\_ Cell phones or phone cards
- \_\_\_ Portable coffee makers and hot water kettles
- \_\_\_ First-aid kit, aspirin and Tylenol, and bandages
- \_\_\_ Flashlights and extra batteries, matches
- \_\_\_ Laptop computer, portable printer/copy machine for on-set use
- \_\_\_ Office supplies, like pens and pencils, tape, blank paper, staples, paper clips
- \_\_\_ Several rolls of gaffers' tape (duct tape)

### **Post-production**

- \_\_\_ Interview and hire a post production supervisor
- \_\_\_ Create a post-production scheduling calendar with editing and mixing dates
- \_\_\_ Interview editors, and visit edit facilities, view their demo reels
- \_\_\_ Negotiate with editing facility and/or editor for rates and schedules
- \_\_\_ Set up accounts with post production facilities to be used
- \_\_\_ Repeat the above steps with the audio mixing facility and audio sound designer
- \_\_\_ Repeat the above steps with graphics and design facilities and designers
- \_\_\_ Research and hire a composer for original music for scoring
- \_\_\_ Or, research and negotiate with stock music facilities for stock music
- \_\_\_ Prepare a rough post-production schedule
- \_\_\_ Make tentative bookings ahead of time for all post production facilities and crew
- \_\_\_ Find a motion control camera and a creative operator for shooting stills, flat art, and for building certain special effects
- \_\_\_ Research stock footage facilities, view reels, and negotiate for needed images or footage