Legal

All contracts, agreements and releases have been countersigned, returned, copies distributed and filed

Locations

- □ All signed location agreements have been returned, copies distributed and filed
- All practical locations have been thoroughly wrapped, cleaned, and restored to original (or better than original) condition and owners have signed a Location Release form

Return

- □ Equipment
- □ Vehicles
- □ Walkie-talkies
- □ Pagers/cellular phones
- □ Props
- □ Set dressing
- □ Wardrobe
- □ Greens
- □ Flats/cycs/backdrops

Paperwork

- Final cast list
- □ Final crew and staff list
- □ Final script with all change pages
- □ Final shooting schedule
- □ Final day-out-of-days
- □ Final location list
- □ Final contact list
- □ Prepare wrap books
- □ Organize and pack-up production files
 - Collect files from the art department, location department, producer's assistant, UPM, production supervisor and coordinator and discard duplicates (keeping originals whenever possible).
 - Pack files in portable file boxes; label boxes with the name of the show and number the boxes (Box 1 of ____, Box 2 of ____, etc.).
 - Type-up an inventory of the files contained in each box (indicating the box number at the top of the page); and in addition to a master inventory list, tape a copy of each box's inventory on the top of that box.

Assets

- □ Collect all asset inventory logs
- Balance raw stock inventory, match totals to assistant cameraman's records;
 account for differences, if any
- □ Pull items needed for re-shoots, added scenes and/or inserts

Sell or Store

- \Box Short ends
- □ Polariod[™] film
- □ Props
- □ Set dressing
- Unused expendables
- □ Computer software
- □ Fans/heaters
- □ Coffee pots/toaster oven
- □ Tools/lumber/building supplies
- □ Wardrobe
- Office supplies, lamps, answering machine, etc.
- Arrange storage of assets not sold, if company does not already have storage facilities

Prepare a list of items for sale (with prices). This list goes to the producer(s), director and production executives first, as they usually have first dibs on the items being sold. Often, arrangements are also made in advance for cast members to buy articles of their wardrobe or set pieces they have expressed interest in. Remaining items (with price tags) are often displayed in an open area (stage or large office) where staff and crew members can shop. Make sure to let everyone know in advance when these items will be available to look at and buy. Select one person (production coordinator or someone in Accounting) to be responsible for keeping tabs on what is being sold and for collecting the money.

Insurance

- □ Submit all insurance claims not previously submitted
- □ Prepare breakdown of pending and unsettled claims

Guild-Related

- □ All SAG contracts have been countersigned, returned, distributed and filed
- □ Submit all SAG Production Time Reports
- Submit final Casting Data Reports
- Submit final SAG Cast List
- □ Submit all DGA Weekly Work Sheets
- □ File DGA Employment Data Report

 Final DGA and WGA screen credit approval. Note: SAG requires submission of final screen credits and music cue sheets at the completion of post production

Turn Over to Post Production

- □ Script supervisor's final notes
- □ Script supervisor's final script
- □ Continuity Polaroids
- □ Final cast list
- □ Final camera reports and sound reports
- First draft of screen credits -- main titles and end credits (including all credits based on contractual obligations and union and guild regulations)

Accounting-Related

□ Make sure all final time cards are submitted

Collect all refundable deposits

- □ Close accounts and ask vendors to submit final invoices
- □ Collect all L&D charges
- □ Have all outstanding invoices approved and paid
- □ Send out forwarding address notices

Collect outstanding petty cash

Prepare a 1099 list

□ Prepare a final vendor list (in alphabetical order)

Prepare a final budget

- □ Prepare a final cost report
- □ Prepare notes regarding all pending issues for the post production accountant
- □ Turn all files over to the post production accountant

Closing The Production Office

□ Submit change-of-address to post office (if necessary)

Submit forwarding phone number to phone company (if necessary)

- □ Return office furniture
- □ Return office equipment
- Disconnect phones and utilities
- □ Cancel bottled water/coffee service
- □ Return refrigerator
- □ Pack up remaining forms and supplies
- □ Remove all signs you've posted around the outside of the office and parking lot
- Have office cleaned well and any necessary repairs made to qualify for reimbursement of your security deposit

Before You Walk Out The Door

- Send out special thank you notes to those whose contributions meant the most to you during production
- Prepare a detailed memo for the production executive summarizing all on-going or pending issues (anything that might come up) and the status of each
- □ Send files to the studio/production company
- Have a final walk-through the office with the property manager before turning over the keys