

# PRODUCTION CHECKLIST

Company Name:

Job Name & Number:

Shoot Date(s):

Director:

Producer:

Production Supervisor:

Coordinator:

Office PA(s):

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## OFFICE PREP

Production Kit  
Call Sheet  
PO Book  
Agency / Client / Label  
Stage  
Location  
Parking  
Permit  
Talent  
Vendors  
Maps & Directions  
On Set Work Areas  
DOT Paperwork  
Essen. Prod. Supplies

## PRE-SHOOT EVENTS

Wardrobe Fitting  
Pre Pro Meeting  
Tech Scout  
During the Tech Scout

## FINAL TO DOs

Call Times & Emails  
Truck PA Packet  
1st AD Packet  
Scripty packet  
Bring to Shoot  
Other Reminders/Notes

## SHOOT DAY

While Shooting  
Camera Wrap

## OFFICE PREP

### Production Kit

- Copies of Schedules
- Copies of Scripts
- Copies of Storyboards
- Copies of Call Sheets
- Copies of Calendars
- Petty Cash Envelopes
- Timecards (Union and Non-Union, Loan Out Union/Non)
- Copies of Maps (Move Maps, Location Maps,..)
- Forms
  - W-9
  - Mileage Logs
  - Kit Rental
  - Talent Contracts
  - Talent Releases (Minors and Adults)
  - Location Releases
  - NDAs
- \_\_\_\_\_
- \_\_\_\_\_

### Call Sheet

- Job Name and Number
- Production Address & Phone
- Agency Address, Phone, Personnel @ Shoot
- Client Address, Phone, Personnel @ Shoot
- Location/Stage Address, Phones, and Contacts
- Crew Title, Name & Phones (Home/Pager/Cell)
- Equipment Type, Company, Contact, Phones
- Talent Position, Name, Phones,
- Date/Day
- Sunrise/Sunset (if applicable)
- Weather Info (for crew dress)
- Emergency Info
- \_\_\_\_\_
- \_\_\_\_\_

### PO Book

- Purchase Orders from Accounting
- Create a Purchase Order Log
- W-9 Forms (for each vendor)
- Back-up Paperwork behind POs
- DO YOU HAVE ENOUGH P.O.'S?

### Agency / Client / Label

- Travel Arrangements (Flight, Hotel, Car..)
- Itineraries Sent
- Gift Baskets Made & Delivered
- Send Agency Questionnaire:
  - Agency / Client Contacts Info
  - Addresses
  - Pre Pro Meeting Attendees
  - Shoot Attendees
  - Logo for Pre Pro Book
  - Editorial Info & Specs
  - Post House
  - Hotel Info (Client & Agency)
  - Pre Pro Book Count (Digital / Printed)
  - Conference Call Details
  - Competitive Food Brands?
  - Talent Contracts
  - Talent Rider
  - Lyrics
  - Approved Talent Pics
  - \_\_\_\_\_
  - \_\_\_\_\_

## OFFICE PREP

### Stage

- Prep/Strike Rate
- Pre-light Rate
- Shoot Rate / OT Stage
- Stage Manager Rate / OT Rate
- Power Cost
- A/C Cost
- Phone Numbers and Emails
- Xerox Cost
- Internet Cost
- Trash Cost and Info
- Guards
- Equipment Restrictions
- Parking
- \_\_\_\_\_
- \_\_\_\_\_

### Location

- Hours
- Prep / Strike Rate
- Pre-Light Rate
- SFX Restrictions
- Shoot Rate
- \_\_\_\_\_
- \_\_\_\_\_

### Parking

- Grip Truck
- Electric Truck
- Generator
- Camera Truck
- Production Truck
- Art Truck
- Motorhome/Production Trailer
- Caterer
- Animals
- Car Prep
- Production Vans
- Crew/Agency/Client Cars
- \_\_\_\_\_
- \_\_\_\_\_

### Permit

- Locations
- Hours
- Parking
- Number of Crew
- Number of Trucks
- Caterer
- Genny
- Animals
- Cops/Firemen
- Special Effects
- Posting
- Special Permits (Planes, Boats, etc)
- \_\_\_\_\_
- \_\_\_\_\_

## OFFICE PREP

### Talent

- Size Cards for Wardrobe
- Talent Contracts from Agency
- Talent Releases
- Extra Releases (Minors & Adults)
- Talent Rider
- \_\_\_\_\_
- \_\_\_\_\_

### Vendors

- Trucks
  - Camera
  - Production
  - Art / Props
  - Pass Vans
- Camera
- Dolly/Track
- Dumpsters
- Grip
- Electric
- Expendables
- Generator
- Sound
- VTR
- Caterer (Breakfast/Lunch)
- Hard Drives or Film
- Cranes/Lifts/Condors
- Motorhome/Production Trailer
- Honeywagon
- Production Supplies & Walkies
- Restrooms
- Security
- \_\_\_\_\_
- \_\_\_\_\_

### Maps & Directions

- Caterer
- Motorhome
- Equipment
- Animals
- Car Prep
- Agency
- Crew
- Talent (Principal & Extras)
- \_\_\_\_\_
- \_\_\_\_\_

### On Set Work Areas

- Production
- Bathrooms
- Hair & Makeup
- Wardrobe
- Dressing Rooms
- Art Department
- Video Village
- Craft Service
- Car Prep
- Lunch Area
- Extras/Talent Holding
- Animals
- School/Kids Room
- \_\_\_\_\_
- \_\_\_\_\_

# OFFICE PREP

## Essential Production Supplies

- Booties
- Brooms
- Bullhorn
- Butt Cans
- Cal OSHA Board
- Caution Tape
- Coffee Maker
- Coolers
- Cones
- Director's Chairs (Tall/Short)
- Dolly
- Dust Pan
- Earplugs
- Fans
- Fire Extinguisher (Per Permit)
- First Aid Kit
- Flashlights
- Foam Core
- Folding Chairs (Agency, Art, Camera, Crafty, Lunch, Production, VTR, ...)
- Gas Can
- Generator (Catering, Crafty, ...)
- Goggles
- Heaters
- Internet Kit
- Iron & Ironing Board
- Layout Board
- Location Mats (Carpet / Rubber)
- Ladder
- Make Up Mirrors
- Ponchos

## Essential Production Supplies (cont.)

- Rakes
- Power Strips
- Sand Bags
- Shop Vac
- Signs (Men Working, etc.)
- Steamer
- Stingers
- Tents/EZ ups & Sides
- Tables (Agency, Art, Camera, Craft Srv, Lunch, Prod...)
- Tarps
- Trash Cans & Liners
- Umbrellas
- Walkies & Accessories
- Wardrobe Racks
- Water Dispenser & 5 Gallon Jugs
- Work Lights
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Trucking / DOT

*Check Prod. Co. for complete list of DOT Requirements*

- BIT inspection sheet
- Vehicle Rental Agreement
- Proof of Insurance from Vendor
- Valid Registration from Vendor
- Driver Logs
- Driver's License of all drivers
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



# FINAL TO DOS

## Call Times & Emails

- Crew
- Talent
- Caterer
- Motorhome/Production Trailer
- Equipment
- Animals
- Car Prep
- Location/Stage
- Agency
- \_\_\_\_\_
- \_\_\_\_\_

## Truck PA Packet

- Assemble copies of P.O.'s & Certs. for PA(s)
- Assemble Checks
- Assemble PC
- Assemble Credit Card
- Locks for Cube Trucks
- Pick-up List for PA's
  - Camera
  - Dolly
  - Prod. Supplies
  - Walkies
  - \_\_\_\_\_
  - \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 1st AD Packet

- Talent Timecards
- Talent Contracts
- Exhibit Gs
- Approved Scripts
- Director Boards
- Schedule
- Call Sheets (multiple copies)
- \_\_\_\_\_
- \_\_\_\_\_

## Scripty Packet

- Timecards
- Approved Scripts
- Director Boards
- Schedule
- Call Sheet
- \_\_\_\_\_
- \_\_\_\_\_

## Bring to Shoot

- Bathroom Supplies
- Cash (PC)
- Checks
- Computer
- Copy Paper for Printer (Call Sheet + Maps)
- DOT Paperwork
- Envelopes (Large & Small)
- File Folders
- Hole Punch (2 and 3)
- Layout Board
- Letterhead
- Location Signs
- Maps





# SHOOT DAY

## While Shooting

- Prep Call Sheet for shoot day ( of )
- Receive Call Times from 1st AD
- Charging walkie Batteries
- Car Service
- New Vendors for shoot day ( of )
- New Crew for shoot day ( of )
- Lunch Setup
- NDAs to crew
- NDAs collected
- Timecards to Crew
- Move Maps Ready
- 2nd Meal Order
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Camera Wrap

- Send Call Sheet/Map Emails:
  - to Crew
  - to Production Company
  - to Agency/Client/Label
  - to Talent (& or agents)
  - to specific Vendors
- Handout Callsheets & Maps
- Collect Production Report from 2nd AD
- Collect Timecards
- Collect Script Notes
- Email Script Notes (Editorial / Post)
- Collect Hard Drives
- Deliver Hard Drives to Editorial
- Final Clean Sweep of Location
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_