PRODUCTION CHECKLIST

Company Name:
Job Name & Number:
Shoot Date(s):
Director:
Producer:

Office PA(s):

Production Supervisor:

Coordinator:

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

Production Kit		PO Book
Copies of Schedules		Purchase Orders from Accounting
Copies of Scripts		Create a Purchase Order Log
Copies of Storyboards		W-9 Forms (for each vendor)
Copies of Call Sheets		Back-up Paperwork behind POs
Copies of Calendars		DO YOU HAVE ENOUGH P.O.'S?
Petty Cash Envelopes		
Timecards (Union and Non-Union, Loan Out Union/No	on)	
Copies of Maps (Move Maps, Location Maps,)		
Forms		Agency / Client / Label
□ W-9		Travel Arrangements (Flight, Hotel, Car)
☐ Mileage Logs		Itineraries Sent
☐ Kit Rental		Gift Baskets Made & Delivered
☐ Talent Contracts		Send Agency Questionnaire:
☐ Talent Releases (Minors and Adults)		Agency / Client Contacts Info
Location Releases		☐ Addresses
☐ NDAs		Pre Pro Meeting Attendees
		☐ Shoot Attendees
		Logo for Pre Pro Book
		☐ Editorial Info & Specs
		Post House
Call Sheet		☐ Hotel Info (Client & Agency)
Job Name and Number		☐ Pre Pro Book Count (Digital / Printed)
Production Address & Phone		Conference Call Details
Agency Address, Phone, Personnel @ Shoot		Competitive Food Brands?
Client Address, Phone, Personnel @ Shoot		☐ Talent Contracts
Location/Stage Address, Phones, and Contac	ts	☐ Talent Rider
Crew Title, Name & Phones (Home/Pager/Cell)		Lyrics
Equipment Type, Company, Contact, Phones		Approved Talent Pics
Talent Position, Name, Phones,		
Date/Day		
Sunrise/Sunset (if applicable)		
Weather Info (for crew dress)		
Emergency Info		

	Stage	Parking
	Prep/Strike Rate	☐ Grip Truck
	Pre-light Rate	☐ Electric Truck
	Shoot Rate / OT Stage	Generator
	Stage Manager Rate / OT Rate	Camera Truck
	Power Cost	□ Production Truck
	A/C Cost	☐ Art Truck
	Phone Numbers and Emails	
	Xerox Cost	Caterer
	Internet Cost	Animals
	Trash Cost and Info	Car Prep
	Guards	Production Vans
	Equipment Restrictions	Crew/Agency/Client Cars
	Parking	
		Permit
	Location	Locations
П		Hours
	Hours	
1 1	Hours Prep / Strike Rate	☐ Parking
	Prep / Strike Rate	Parking Number of Crew
	Prep / Strike Rate Pre-Light Rate	Parking Number of Crew Number of Trucks
	Prep / Strike Rate Pre-Light Rate SFX Restrictions	Parking Number of Crew Number of Trucks Caterer
	Prep / Strike Rate Pre-Light Rate	Parking Number of Crew Number of Trucks Caterer Genny
	Prep / Strike Rate Pre-Light Rate SFX Restrictions	Parking Number of Crew Number of Trucks Caterer Genny Animals
	Prep / Strike Rate Pre-Light Rate SFX Restrictions	Parking Number of Crew Number of Trucks Caterer Genny Animals Cops/Firemen
	Prep / Strike Rate Pre-Light Rate SFX Restrictions	Parking Number of Crew Number of Trucks Caterer Genny Animals Cops/Firemen Special Effects
	Prep / Strike Rate Pre-Light Rate SFX Restrictions	Parking Number of Crew Number of Trucks Caterer Genny Animals Cops/Firemen Special Effects Posting
	Prep / Strike Rate Pre-Light Rate SFX Restrictions	Parking Number of Crew Number of Trucks Caterer Genny Animals Cops/Firemen Special Effects
	Prep / Strike Rate Pre-Light Rate SFX Restrictions	Parking Number of Crew Number of Trucks Caterer Genny Animals Cops/Firemen Special Effects Posting

	Talent	9	Mans & Directions
	20 00000000000000000000000000000000000	,	Maps & Directions
	Size Cards for Wardrobe		Caterer
	Talent Contracts from Agency		Motorhome
	Talent Releases		Equipment
	Extra Releases (Minors & Adults)		Animals
	Talent Rider		Car Prep
			Agency
			Crew
			Talent (Principal & Extras)
	Vendors		
	Trucks		
8-8	Camera		
	Production		On Set Work Areas
	Art / Props		Production
	Pass Vans		Bathrooms
	Camera		Hair & Makeup
	Dolly/Track		Wardrobe
	Dumpsters		Dressing Rooms
	Grip		Art Department
	Electric		Video Village
	Expendables		Craft Service
	Generator		Car Prep
	Sound		Lunch Area
	VTR		Extras/Talent Holding
	Caterer (Breakfast/Lunch)		Animals
	Hard Drives or Film		School/Kids Room
	Cranes/Lifts/Condors		
	Motorhome/Production Trailer		
	Honeywagon		
	Production Supplies & Walkies		
	Restrooms		
	Security		

Essential Production Supplies Essential Production Supplies (cont.) Booties Rakes Brooms Power Strips Bullhorn Sand Bags **Butt Cans** Shop Vac Cal OSHA Board Signs (Men Working, etc.) Caution Tape Steamer Coffee Maker Stingers Coolers Tents/EZ ups & Sides Cones Tables (Agency, Art, Camera, Craft Srv, Lunch, Prod...) Director's Chairs (Tall/Short) Tarps Dolly Trash Cans & Liners Dust Pan Umbrellas Earplugs Walkies & Accessories Fans Wardrobe Racks Fire Extinguisher (Per Permit) Water Dispenser & 5 Gallon Jugs First Aid Kit Work Lights Flashlights _____ Foam Core Folding Chairs (Agency, Art, Camera, Crafty, Lunch, Production, VTR, ...) Gas Can Generator (Catering, Crafty,...) Goggles Trucking / DOT Heaters Check Prod. Co. for complete list of DOT Internet Kit Requirements Iron & Ironing Board BIT inspection sheet Layout Board Vehicle Rental Agreement Location Mats (Carpet / Rubber) Proof of Insurance from Vendor Ladder Valid Registration from Vendor Make Up Mirrors Driver Logs Ponchos Driver's License of all drivers

PRE-SHOOT EVENTS

Wardrobe Fitting Date Time Exhibit G Wardrobe Racks Hangers	Tech Scout Date Time Schedule Pass Van Van Driver (PA/Teamster) Map to Scout Storyboards Calendars Location Files
Wardrobe Racks☐ Hangers	Van Driver (PA/Teamster)Map to ScoutStoryboardsCalendars
Hangers	
200	☐ Storyboards ☐ Calendars
	☐ Calendars
Steamer	
☐ Wardrobe Mirror	☐ Location Files
Changing Area	
Camera and SD card	☐ Cooler w/Drinks and Snacks
	□ Breakfast or Lunch order / Pick Up
	 Emails and Tech Scout Confirmations
	☐ Wifi Hot Spot / Internet
	☐ Tech Scout Packets
Pre Pro Meeting Date Time	☐ Storyboards and Scripts
□ Food ordered and nickup scheduled	☐ Call Sheet
Food ordered and pickup scheduledPads/Pens	☐ Weather
	☐ Sun Map
Pre-Pro Books (digital or printed) Talent Photos	☐ Stage Map
—	☐ Maps
□ Props/Wardrobe Info□ Hold Conference Room / Location	
Maps to Agency/Client ———————————————————————————————————	During the Tech Scout
	☐ Check for Crew/Equipment Parking
	Look for nearby Resources (Markets, Food, etc)
	 Double Check Directions for the Location Maj
	Get equipment List from DP/Gaffer/Key Grip

FINAL TO DOS

fr Fo	Call Times & Emails	1st AD Packet
	Crew Talent Caterer Motorhome/Production Trailer Equipment Animals Car Prep Location/Stage Agency	Talent Timecards Talent Contracts Exhibit Gs Approved Scripts Director Boards Schedule Call Sheets (multiple copies)
	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	Scripty Packet Timecards Approved Scripts Director Boards Schedule Call Sheet
	Camera	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

FINAL TO DOS

Bring to Shoot (cont.) Other Reminders / Notes Markers Sign Out Walkies (Truck PA) Packing Tape Pack Prod. Truck so first things to come off are **Padlocks** easy to get to (Truck PA) Paper Clips Location Signs ready (Office PA / Loc Mgr) Pens & Pencils PO Book & POs Post Its Power Strips Printer Pre Pro Books Product Production Kit Rubber Bans Scissors Scotch Tape Shipping Waybills Stapler Toilet Paper/Paper Towels/Soap **VIP Supplies** Weather Supplies (Cold, Hot or Wet)

SHOOT DAY

While Shooting		Camera Wrap
Prep Call Sheet for shoot day (of)		Send Call Sheet/Map Emails:
Receive Call Times from 1st AD		to Crew
Charging walkie Batteries		☐ to Production Company
Car Service		□ to Agency/Client/Label
New Vendors for shoot day (of)		□ to Talent (& or agents)
New Crew for shoot day (of)		□ to specific Vendors
Lunch Setup		Handout Callsheets & Maps
NDAs to crew		Collect Production Report from 2nd AD
NDAs collected		Collect Timecards
Timecards to Crew		Collect Script Notes
Move Maps Ready		Email Script Notes (Editorial / Post)
2nd Meal Order		Collect Hard Drives
		Deliver Hard Drives to Editorial
		Final Clean Sweep of Location

X		
	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	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