

Pre-Production Checklist

The pre-production checklist is not intended to be a complete outline of all pre-production duties on a project, however, may be used as a guideline of duties that are particular to shooting projects at Regent.

Create a pre-production calendar with solid dates for the following:

<input type="checkbox"/>	Lock your script - Locking the script means that you have finished your re-writes and intend to shoot the "locked" script. There is always room for minor changes later, but your script needs to be as complete as possible, before you shoot. Locking the script also means that you have final approval of your script from your Executive Producer and the Dean.
<input type="checkbox"/>	Have your writer sign an "Assignment of Rights" with the production coordinator.
<input type="checkbox"/>	Write your budget.
<input type="checkbox"/>	Your Executive Producer will tell you how much money you have to shoot with, then write the budget on Excel and turn it into the Executive Producer for approval. If approved, the budget must then be sent to the production supervisor (copy to the production coordinator) for check and approval. Allow at least a week for all approvals to go through. If inaccuracies are found, the budget will be turned into you for re-writes.
<input type="checkbox"/>	Do a script breakdown and create strip boards, a production schedule and shooting schedule.
<input type="checkbox"/>	Find your crew.
<input type="checkbox"/>	As per the crewing guidelines in the Regent Production Manual, your Executive Producer must approve all key crew positions.
<input type="checkbox"/>	Scout locations.
<input type="checkbox"/>	Cast the show.
<input type="checkbox"/>	Start cast rehearsals with the director.
<input type="checkbox"/>	Print out the paperwork file from the web page and distribute to the proper personnel.
<input type="checkbox"/>	Lock locations.
<input type="checkbox"/>	This should be done at least one full month before shooting. Always have backup possibilities in case a location falls through.
<input type="checkbox"/>	Complete all film permits, location agreements and certificates of insurance.
<input type="checkbox"/>	Meet with the production coordinator to do cash advances and check requests. Allow at least a week for each before you can expect a check.
<input type="checkbox"/>	Order film or tape stock.
<input type="checkbox"/>	All orders must be placed in writing to the production coordinator (production@regent.edu).
<input type="checkbox"/>	Order sound tape (either 1/4" or DAT).
<input type="checkbox"/>	Schedule the equipment.
<input type="checkbox"/>	Place any orders for equipment rental with the production coordinator.
<input type="checkbox"/>	Make sure all department heads are meeting with the director.
<input type="checkbox"/>	Have a safety meeting with the safety manager.
<input type="checkbox"/>	Have a tech scout.
<input type="checkbox"/>	Have a final production meeting with crew.