



PRE-PRODUCTION CHECKLIST

1. LOCK SHOOTING SCRIPT

This is the stage where you'll be finalizing the shooting script so it's ready for production. Everything your film will be, and everything you'll need to get it there, flows directly from these pages.

2. FINALIZE THE BUDGET

You may be backing into a number, or maybe you're starting from scratch. Whatever the number, you can't move forward without knowing what you have to spend.

3. START YOUR BUSINESS

Form your LLC and get your cash flow started. Whatever the size of your production office, you need it up and running so you can start paying for things and hiring.

4. HIRE KEY PRODUCTION HEADS

And now... Start hiring! If you haven't already done so, bring in your director and follow with the DP, more production support, and other keys that you want to give a head start.

5. BREAK DOWN THE SCRIPT

Using breakdown software such as StudioBinder to break your script down into lists of items you'll need, and chunks you can schedule. You've got the core team assembled, so now you need to turn the script into to-do lists for them.

6. CREATE THE STORYBOARD

Time to get creative again and begin transforming the words on the page into images. Get your creative team into previsualization mode, collaborating on the storyboards in StudioBinder.

7. SCOUT & SECURE LOCATIONS

Make a list of locations you need and start scouting. Scout early and often because finding and securing locations can be a time consuming process. Once you find the right ones lock them in and sign location agreements.

8. CAST YOUR TALENT

Post character breakdowns with online casting services and start receiving submissions. Schedule auditions and give yourself plenty of time to find the right people. Start with a casting template from Studiobinder to simplify the process.

9. REV UP THE ART DEPARTMENT

If you need any set's built you need to allow a head start. But even if you're just going to start amassing props and set dressing you'll want to start now. The more time you can give your art department the better your movie will look.

10. PERMITS & INSURANCE

Purchase production insurance, and get permitted for all your locations with the city if necessary. If you don't do things above board, your production can be shut down or worse. Protect yourself, and protect this investment.

11. SCHEDULE YOUR SHOOT

With talent, locations, and the key crew in place you can start building your schedule online in Studiobinder. The schedule is the road map taking you from here to post production. You've gathered all the info you need to start building it.

12. CREW UP

Now that you've got the schedule set up bring in the rest of your crew based partly on their availability for those dates. Start with recommendations from the keys of each department, then go to your own crew contact list, then post online on sites like ProductionBeast for your additional needs.

13. CREATE A SHOT LIST

A comprehensive shot list will make it a lot easier to 'make your days' during production. Give the director plenty of time on this one, and ideally have the DP and AD get copies of it early. StudioBinder shot list creator allows for easy sharing and collaborating, which is critical to success during this step.

14. TECH SCOUT

With a shot list in hand, your team is ready for a reconnaissance mission. Walk through every location. Go over the plan. Where will equipment be staged? Where will you park? This will give you a chance to adjust if necessary.

15. GEAR UP

After the tech scout ask the departments for some final equipment lists. They won't have these until they've seen the places they are shooting. Search for the best deals you can find, then reserve your gear and schedule the pick up date.