

Motion Picture/Television

Course Name and Number:			
Prod. #:		Production Title:	
Producer:		Director:	

PRODUCTION REQUIREMENTS CHECKLIST

PRODUCTION FORMS					
<input type="checkbox"/>	Approved Script	<input type="checkbox"/>	Film Credit Worksheet	<input type="checkbox"/>	Production Budget Approval Form
<input type="checkbox"/>	Budget Approval	<input type="checkbox"/>	Film Credits Approval	<input type="checkbox"/>	Producer Post Production Report
<input type="checkbox"/>	Budget Breakdown	<input type="checkbox"/>	Film Release Agreement	<input type="checkbox"/>	Project Authorization Form
<input type="checkbox"/>	Budget Sign-Off	<input type="checkbox"/>	Film Stock Requisition	<input type="checkbox"/>	Safety Awareness Meeting Attend
<input type="checkbox"/>	Actor Release Forms	<input type="checkbox"/>	Foley Cue Sheet	<input type="checkbox"/>	Safety Hazard Report
<input type="checkbox"/>	A.D.R. Form	<input type="checkbox"/>	Group Release	<input type="checkbox"/>	Scoring Stage Request - Composer
<input type="checkbox"/>	Art Department Crew Time Sheet	<input type="checkbox"/>	Hair/Makeup Artist Request	<input type="checkbox"/>	Scoring Stage Request - Orchestra
<input type="checkbox"/>	Art Department Prop & Flat Sign Out	<input type="checkbox"/>	Injury/Illness Report Form	<input type="checkbox"/>	Script Breakdown
<input type="checkbox"/>	Art Department Tool Sign Out	<input type="checkbox"/>	Key Request	<input type="checkbox"/>	Script Supervisor Continuity Log
<input type="checkbox"/>	Call Sheet	<input type="checkbox"/>	Lighting Diagram	<input type="checkbox"/>	Script Supervisor Daily Report
<input type="checkbox"/>	Camera Department Shooting Log	<input type="checkbox"/>	Location Contact List	<input type="checkbox"/>	Shooting Schedule
<input type="checkbox"/>	Cast Contact List	<input type="checkbox"/>	Location Contract	<input type="checkbox"/>	Shot List
<input type="checkbox"/>	Cast / Scene Number Breakdown	<input type="checkbox"/>	Location Fact Sheet	<input type="checkbox"/>	Sound Report
<input type="checkbox"/>	Casting Sheet	<input type="checkbox"/>	Location Release	<input type="checkbox"/>	Special Camera Rigging
<input type="checkbox"/>	Cast Member Evaluation	<input type="checkbox"/>	Makeup / Hairdressing Record	<input type="checkbox"/>	Still Photo Release
<input type="checkbox"/>	Cinematography Location Information	<input type="checkbox"/>	Minor Release/Authorization	<input type="checkbox"/>	Storyboard
<input type="checkbox"/>	Crew Contact List	<input type="checkbox"/>	Minor Release From School	<input type="checkbox"/>	Technical Trouble Reports
<input type="checkbox"/>	Crewing Hours Log	<input type="checkbox"/>	Mix Lock Agreement	<input type="checkbox"/>	Third & Fourth Year Titles
<input type="checkbox"/>	Daily Film Inventory	<input type="checkbox"/>	Musician Release Form	<input type="checkbox"/>	Vehicle Request
<input type="checkbox"/>	Daily Production Report	<input type="checkbox"/>	Music Scoring Sign-Off	<input type="checkbox"/>	Video Camera Reports
<input type="checkbox"/>	Digital Effects Request	<input type="checkbox"/>	CODMPTV Student Release	<input type="checkbox"/>	Video Tape Requisition
<input type="checkbox"/>	Documentary Consent	<input type="checkbox"/>	Off Campus Electrical Tie-In	<input type="checkbox"/>	Wardrobe Person Request
<input type="checkbox"/>	Editor Post Production Report	<input type="checkbox"/>	On Campus Electrical Tie-In	<input type="checkbox"/>	Wardrobe Request
<input type="checkbox"/>	Emergency Information	<input type="checkbox"/>	Off Campus Location Release	<input type="checkbox"/>	Weapons Request & Release
<input type="checkbox"/>	Emergency Medical Information for Cast	<input type="checkbox"/>	On Campus Location Release	<input type="checkbox"/>	Yr. 1 Director's Worksheet
<input type="checkbox"/>	Emergency Medical Information for Crew	<input type="checkbox"/>	Off Campus Stunt/Special Effects	<input type="checkbox"/>	Yr. 2 Cinema Pre-Production Checklist
<input type="checkbox"/>	Equipment Request Forms (See below)	<input type="checkbox"/>	On Campus Stunt/Special Effects	<input type="checkbox"/>	Yr. 3 Cinema Pre-Production Checklist
<input type="checkbox"/>	External Borrowing Agreement	<input type="checkbox"/>	Original Music Licensing Agreement	<input type="checkbox"/>	Yr. 4 Cinema Pre-Production Checklist
<input type="checkbox"/>	Extras Casting Sheet	<input type="checkbox"/>	Performer's Videocassette Release	<input type="checkbox"/>	Camera Truck Inspection
<input type="checkbox"/>	Facilities Request	<input type="checkbox"/>	Pickups Approval	<input type="checkbox"/>	Grip Truck Inspection
<input type="checkbox"/>	Fax Cover Sheet	<input type="checkbox"/>	Picture Lock Agreement	<input type="checkbox"/>	Passenger Van Inspection
<input type="checkbox"/>	Film Camera Reports	<input type="checkbox"/>	Post Library Dub Request	<input type="checkbox"/>	Pickup Truck Inspection
<input type="checkbox"/>	Film Can Labels	<input type="checkbox"/>	Press Kit Materials	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
EQUIPMENT FORMS					
<input type="checkbox"/>	Arriflex SR2 Camera & Acc.	<input type="checkbox"/>	Film Use of D & P Equipment	<input type="checkbox"/>	Post Prod. Equipment Request
<input type="checkbox"/>	Arriflex SR3 Camera & Acc.	<input type="checkbox"/>	Doorway Dollies	<input type="checkbox"/>	Sound Equipment
<input type="checkbox"/>	FIM 250 Spring	<input type="checkbox"/>	Electrical Distribution	<input type="checkbox"/>	Steadicam Video SK
<input type="checkbox"/>	FIM 280/380	<input type="checkbox"/>	Flags, Nets, Etc.	<input type="checkbox"/>	Super Panther Dolly
<input type="checkbox"/>	FIM 350/450 Test Package	<input type="checkbox"/>	Grip Equipment	<input type="checkbox"/>	Year Four Equipment Package
<input type="checkbox"/>	FIM 350 Film	<input type="checkbox"/>	K-3 & Arriflex S Cameras & Acc.	<input type="checkbox"/>	Year One Stage Package
<input type="checkbox"/>	FIM 350 Video	<input type="checkbox"/>	Light Kits	<input type="checkbox"/>	Year Two Fall
<input type="checkbox"/>	Camcorders/ Still Cameras	<input type="checkbox"/>	Lighting Equipment	<input type="checkbox"/>	
<input type="checkbox"/>	Camera Filters	<input type="checkbox"/>	Mini Panther Dolly	<input type="checkbox"/>	
<input type="checkbox"/>	D & P Use of Film Equipment	<input type="checkbox"/>	Miscellaneous Accessories	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

PRODUCTION REQUIREMENTS CHECKLIST – PAGE 2

PRODUCTION TITLE: _____

STAFF & CREW					
<input type="checkbox"/>	Producer	<input type="checkbox"/>	Sound Mixer	<input type="checkbox"/>	Production Designer
<input type="checkbox"/>	Director	<input type="checkbox"/>	Boom Operator	<input type="checkbox"/>	Art Director
<input type="checkbox"/>	1st Assistant Director	<input type="checkbox"/>	Cableman	<input type="checkbox"/>	Set Decorator
<input type="checkbox"/>	2nd Assistant Director	<input type="checkbox"/>	Gaffer	<input type="checkbox"/>	Property Master
<input type="checkbox"/>	Script Supervisor	<input type="checkbox"/>	Best Boy/Electrician	<input type="checkbox"/>	Costume Designer
<input type="checkbox"/>	Location Manager	<input type="checkbox"/>	ElectricianS	<input type="checkbox"/>	Wardrobe Supervisor
<input type="checkbox"/>	Director of Photography	<input type="checkbox"/>	Key Grip	<input type="checkbox"/>	Make-up Hair Supervisor
<input type="checkbox"/>	Camera Operator	<input type="checkbox"/>	Dolly Grip	<input type="checkbox"/>	Production Assistants
<input type="checkbox"/>	1st Assistant Cameraman	<input type="checkbox"/>	Best Boy/Grip	<input type="checkbox"/>	
<input type="checkbox"/>	2nd Assistant Cameraman	<input type="checkbox"/>	Grips	<input type="checkbox"/>	
<input type="checkbox"/>	Loader	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Still Photographer	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
SUPPORT PERSONNEL		LOCATION		MISCELLANEOUS	
<input type="checkbox"/>	Police	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Film Stock
<input type="checkbox"/>	Fire	<input type="checkbox"/>	Restrooms	<input type="checkbox"/>	Sound Tape
<input type="checkbox"/>	Security Guard	<input type="checkbox"/>	Eating Area	<input type="checkbox"/>	Video Tape
<input type="checkbox"/>		<input type="checkbox"/>	Parking	<input type="checkbox"/>	Camera Expendables
<input type="checkbox"/>		<input type="checkbox"/>	Cast & Extra Staging Area	<input type="checkbox"/>	Lighting Expendables
<input type="checkbox"/>		<input type="checkbox"/>	Equipment Staging Area	<input type="checkbox"/>	Grip Expendables
<input type="checkbox"/>		<input type="checkbox"/>	Power Supply	<input type="checkbox"/>	Film Can Labels
<input type="checkbox"/>		<input type="checkbox"/>	Maps	<input type="checkbox"/>	Film Cans & Black Bags
<input type="checkbox"/>		<input type="checkbox"/>	Direction Signs	<input type="checkbox"/>	Plastic Film Cores
CAST		<input type="checkbox"/>	Traffic Control	<input type="checkbox"/>	Wrap/Clean-up Crew
<input type="checkbox"/>	Lead Actors & Actresses	<input type="checkbox"/>		<input type="checkbox"/>	First Aid Supplies
<input type="checkbox"/>	Bit Players	<input type="checkbox"/>		<input type="checkbox"/>	Cleaning Supplies
<input type="checkbox"/>	Extras	<input type="checkbox"/>		<input type="checkbox"/>	Trash Cans & Bags
<input type="checkbox"/>	Minors	<input type="checkbox"/>		<input type="checkbox"/>	Heaters Cans & Bags
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		VEHICLES		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Grip Truck	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Camera Truck	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Crew Vans	<input type="checkbox"/>	
MEALS		<input type="checkbox"/>	Picture Vehicles	<input type="checkbox"/>	
<input type="checkbox"/>	Caterer	<input type="checkbox"/>	Generator	<input type="checkbox"/>	
<input type="checkbox"/>	Craft Service	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Lunch	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Second Meal	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Tables & Chairs	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Cooler(s)	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Tent(s)	EQUIPMENT		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Camera	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Lighting	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Grip	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Sound	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Dolly	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Walkie Talkies	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	