

PRODUCTION CHECKLIST

01 / 02

PROJECT _____

DATE _____

PROJECT & SCOPE

- ☐ Confirm brief, deliverables and usage scope
- ☐ Agree production assumptions and approval owners
- ☐ Review estimate, contingency and payment milestones
- ☐ Align shoot dates and location count

PERMITS & SAFETY

- ☐ Verify location access and filming permissions
- ☐ Assess local risk and safety requirements
- ☐ Confirm insurance needs and coverage
- ☐ Plan emergency contacts, response and nearest suitable care

LOCATIONS & LOGISTICS

- ☐ Scout light, power, noise and restrictions
- ☐ Confirm basecamp, unloading, holding and parking
- ☐ Confirm travel, accommodation and unit vehicles
- ☐ Arrange catering, breaks and suitable facilities

NOTES / OPEN ITEMS

PRODUCTION CHECKLIST

02 / 02

PROJECT _____

DATE _____

CREW & EQUIPMENT

- ☐ Confirm principal crew, talent and key department heads
- ☐ Confirm releases, contracts and any usage restrictions
- ☐ Lock cameras, lighting, grip, sound and backups
- ☐ Confirm delivery, pickup and import requirements

SCHEDULE & SHOOT DAY

- ☐ Check weather, daylight and backup plans
- ☐ Approve schedule, call sheet and contact tree
- ☐ Hold set safety briefing and confirm check-ins
- ☐ Log schedule changes, overtime and extra costs

WRAP & DELIVERY

- ☐ Verify card / media backup and secure handover
- ☐ Collect signed releases and relevant paperwork
- ☐ Reconcile actual costs and supplier invoices
- ☐ Confirm post, delivery and archival responsibilities

NOTES / OPEN ITEMS
