

Producer's Checklist

Producer's Binder - All Items in following order

2 Projects for Movie Production (single period class)

4 Projects for ROP/CTE Video Production (double period class)

*include tabs

*keep it neat

*separate by project

1. Checklist - Table of Contents
2. Schedule - look for profession schedules on line
3. Budget - *if something is provided for free, note that in budget - label as donation* (use spread sheet)
4. Locations - *written permission for each location*
5. Prop List - *label how each prop is acquired*
6. Cast & Crew List - include all contact (email and phone #s) and availability
7. Final Shooting Script - No grades - rewrite based on notes
8. Shot list - number, camera movement, angle, characters, action
9. Storyboard - number and describe each panel (at least one page)
10. Extras/Misc.- *special documents, call sheets, actor release forms, image release forms, music release forms or other needs for your production (more demonstration of your work the better your grade)*