

PRODUCER/CREATOR'S CHECKLIST FOR FILM/PROJECT-MAKING

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Initial Work

- Lock in a SOLID script OR Lock in concept/premise (If it's for a podcast/gaming series, etc.)

Pre-Production

- Breakdown your script (Locations, Characters, Wardrobe, Props, etc.)
- Create an initial budget (always include "incidentals" line for costs you cannot predict)
- Bring on a Director (& other producers)
- Start fundraising, if you need to fundraise
- Write-up casting breakdown for roles
- Post casting notices
- Hold auditions
- Offer roles
- Find and lock in crew (minimum: camera + sound + equipment)
- Lock in locations
- Lock in filming dates
- Create a shooting schedule
- Obtain production insurance
- SAG-AFTRA doc: Preliminary Information Sheet (online)
- SAG-AFTRA docs:
 - Adherence Letter Theatrical
 - Adherence Letter P&H
 - [Appropriate New Media, SPA, UPA, etc.] Agreement
 - Signatory ID Documentation
 - Shooting Script
 - Pre-Pro Cast List
 - Line Item Budget

Production

- DIT: Make sure you **always** have TWO backups of all footage, and keep them in separate locations (this means you need to have purchased external drives for this purpose)
- Reminder: lunch/dinner breaks at 6 hrs and 12 hrs from first call (not counting meal break time)
- Standard day: 8 hrs, 8-12 is overtime, 12+ is double-overtime [does not include meal breaks]
- SAG-AFTRA doc: Performer Employment Contracts
- Payroll checks
- SAG-AFTRA doc: P&H checks
- SAG-AFTRA doc: Production Time Reports (Exhibit G)

Post-Production

- SAG-AFTRA doc: Final Cast List (& Final Budget, when necessary)
- Editor: Starts the edit
- Color Correction [+ VFX (if needed)]
- Sound Design
- Blu-ray and/or DCP making for festivals (Or Vimeo private link to the project)
- Festival submissions (make sure to budget for this!)
- Understand how deferred pay works, if you have opted for deferred pay in your Performer Contracts (ie. As soon as you monetize, it is owed).