

# **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
  - ☐ DOOD (Day Out of Days)
- ☐ Prep ALL contracts/releases

## **Production**

- ☐ Make sure ALL contracts/releases are signed (digitally or paper).
- ☐ 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).