

## Production Checklist

**Production Company Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Crew/Actors:**

<b>Name</b>	<b>Role</b>
_____	_____
_____	_____
_____	_____
_____	_____

<b>Locations</b>	<b>Date/Time</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

**Props and Costumes:**

<b>Description</b>	<b>Scene</b>
_____	_____
_____	_____
_____	_____
_____	_____

<b>Equipment: Description</b>	<b>Date/Time</b>	<b>Who</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Don't Forget:**

- Script                       Storyboard                       Production Schedule