



The FPB Pre-Production Checklist

CORPORATE

- Set Up LLC
- Open Bank Account
- Transfer/Acquire funds
- Open Account with Payroll Co.

LEGAL

- Hire Production Legal Team
- Hire Immigration Legal Team (if applicable)

STORY

- Lock Shooting Script
- Research Script

DIRECTION

- Director Shotlist
- Director Floorplans

PRODUCTION

- Lock Production Office Location
- Set Up Shared Production Drive

SCHEDULING

- Pre-Lim Schedule (+Breakdowns)
- Lock Script Breakdowns
- Lock Strip Schedule/Shooting Schedule
- Complete HOUR-by-HOUR Schedule
- Lock Pick Up Schedule
- Lock Returns Schedule



The Filmmaker's **PRODUCTION BIBLE**

BUDGETING & CASHFLOW

- Pre-Lim Budget
- Create Cashflow Schedule
- Make List of Budget Actuals / TBDs
- Lock Budget

CREW

- Sign with IATSE (if applicable)
- Sign with TEAMSTERS (if applicable)
- Art Director Waiver (if applicable)
- Lock Key crew: (see CREW LIST)
- UPM
- 1AD
- POC
- DP
- PD
- KEY GRIP
- GAFFER
- COSTUME DESIGNER
- Lock Support Crew
- SPECIALTY: Stunts (if applicable)
- SPECIALTY: VFX (if applicable)
- SPECIALTY: Medics & Ambulance (if applicable)
- SPECIALTY: Studio Teacher (if applicable)
- Lock PAs

CAST

- Hire Casting Director
- Sign with SAG-AFTRA
- Send SAG Deposit
- Lock Cast 01:



The Filmmaker's **PRODUCTION BIBLE**

- Lock Cast 02:
- Lock Cast 03:
- Lock Cast 04:
- Lock Cast 05:
- Lock Cast 06:
- Lock Cast 07:
- Lock Cast 08:
- Lock Cast 09:
- Lock Cast 10:
- Lock Supporting Roles
- Create Cast List
- Station 12 Cast
- Taft/Hartley Cast

BACKGROUND

- Lock Background Breakdown by Day
- Hire Background Casting

STUNTS

- Create Stunts Grid
- Storyboard Stunt Sequences
- Lock Stunt Coordinator
- Discuss Stunt Sequences w/ Coordinator

DRIVING

- Create Driving Grid
- Storyboard Driving Sequences
- Discuss Driving Sequences w/ Stunt Coordinator & Transpo Coord.

VFX

- Create VFX Grid



The Filmmaker's **PRODUCTION BIBLE**

- Storyboard VFX Sequences
- Write up VFX Proposal Plan
- Lock VFX Supervisor
- Discuss VFX Sequences w/ VFX Supervisor

SFX

- Create SFX Grid
- Storyboard SFX Sequences
- Write up SFX Proposal Plan
- Lock SFX Supervisor
- Discuss SFX Sequences w/ SFX Supervisor

MUSIC

- Create Music Grid (if applicable)
- Request Clearances (as applicable)

SET OPERATIONS

- Arrange Craft Services
- Arrange Production Rentals

LOCATIONS

- Create Location List

- LOCK LOCATION: _____
- Sign Location Agreement
- Negotiate Site Fee
- Arrange Parking
- Arrange Holding: Cast, BG, Crafty, Lunch, HMU, Wardrobe
- Acquire Permit
- Arrange Restrooms
- Arrange Trash Haul



The Filmmaker's **PRODUCTION BIBLE**

- LOCK LOCATION: _____
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- Order Location Signs
- Create Location Maps
- Arrange Catering
- Arrange Location Expendables

ART DEPARTMENT

- Get Art Department Breakdown & Budget
- Lock Prep Schedule
- Complete Vendor List



The Filmmaker's **PRODUCTION BIBLE**

WARDROBE/HAIR/MAKE-UP

- Get Wardrobe Breakdown & Budget
- SPECIALTY WARDROBE: _____
- Complete Vendor List
- SPECIALTY HMU: _____

SOUND

- Arrange for Sound Package
- Arrange for Sound Expendables
- Arrange for Walkie Rentals
- Arrange Playback Scenes (if applicable)

CAMERA / G&E

- Purchase Harddrives for Production
- Acquire Camera Quotes
- Acquire G&E Quotes
- Complete Vendor List
- Acquire Generator (if applicable)

TRANSPORTATION

- Arrange for truck rental
- Arrange for overnight parking
- Secure Drivers
- Arrange for Honeywagons & Trailers (if applicable)
- Arrange for Honeywagons & Trailers cleaning (if applicable)
- SPECIALTY TRANSP: _____
- Complete Picture Vehicle List
- Acquire Picture Vehicles



The Filmmaker's **PRODUCTION BIBLE**

INSURANCE & PERMITS

- Acquire GL & Equipment Insurance
- Acquire Automobile Insurance & Physical Damage
- Acquire Worker's Compensation
- Acquire Filming Permit
- Acquire Permit to Employ Minors
- Issue COIs