

## Endowment Film Pre-Production Check List

1. Lock the script.
2. Get script approval from the Executive Producer (EP) and the Dean.
3. Buy script rights—Screenwriter must sign an "Assignment of Rights" form, and is paid \$1.00.
4. Determine total budget amount (*from EP*), write the budget, and submit to EP for approval.
5. Submit budget to Administrative Dean for check and approval.
  - *Allow at least one week for all approvals.*
  - *Inaccurate budgets will be returned for rewrites.*
6. Break down the script, create strip boards, a production schedule and shooting schedule.
7. Crew the project.
8. EP must approve all key crew positions.
9. All department heads should meet with director for vision and creative direction.
10. Set up Production Office.
11. Scout shooting locations.
12. Determine shooting format.
13. Cast the project.
14. Start cast rehearsals with the Director.
15. Print the Production Documents from the web page and distribute to the proper personnel.
16. Lock locations.
  - *Have backup locations in case any fall through.*
17. Complete all film permits, location agreements and Certificate of Insurance requests.
  - *Allow at least two weeks for processing.*
18. Submit Cash Advance (*Direct Deposit*) requests for department heads.
  - *Allow at least one week for processing.*
19. Submit Check requests for purchases from outside vendors.
  - *Honor vendor terms.*
  - *Allow at least one week for processing.*
20. If outside rentals are needed, get approval from EP, and order through Purchasing Department.
  - *Allow at least two weeks for processing.*
21. Order shooting and recording media.
22. Have department heads reserve equipment.
  - *Allow at least two weeks for processing.*
23. Schedule a safety meeting with the Safety Manager.
24. Schedule a tech scout with department heads.
25. Have a final production meeting with crew.