



## MCM Production Checklist

- Compile all contact information of those on the listed crew at first meeting following crew announcements.
- Create a way to contact the crew and make announcements (ex. A facebook group page)
- Keep and organize Above the Line communication.
- Establish Filming Dates:
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- Have a script breakdown to screen with the Director and DP.
- Budget the film (work with the treasurer).
- Set-up and host auditions.
  - Spread the audition info by as many means as possible.
- Location scout and - if possible - come up with back-ups for each location.
- Secure locations ASAP.
- Create a shot list as early as possible, the Producer, Director and DP should be familiar with the list and make adjustments as necessary to align with the schedule
- Work with crafty/catering provider on budget, allergies and shopping.
- Throughout pre-production, schedule above the line meetings to keep everyone on the same page.
- Have personal meetings with the Director and 1st Assistant Director to properly schedule filming days.
- With the Director, meet with Production Designer so a set vision can be established.
- Obtain detailed budget from Production Designer.
- If possible, schedule a table read with the Director and actors.
- Make sure the DP reserved equipment for filming (via Treasurer).
- Make sure below the line crew is updated as much as possible and aware of pertinent filming information.
- The week before filming, all above the line members and Assistant Directors will meet with the President, Vice President, and Production Consultant to ensure everyone is on the same wavelength before filming commences. This is commonly called "The Callsheet Meeting."
- Make sure all necessary production documents are signed before filming dates.
- Clear creative pieces needed before filming.