

PROJECT #: \_\_\_\_\_

DATE: \_\_\_\_\_

- \_\_\_\_\_ Log Sheets
- \_\_\_\_\_ Release Forms
- \_\_\_\_\_ Crew and Cast List w/ Phone Numbers
- \_\_\_\_\_ Directions to Location(s)
- \_\_\_\_\_ Shooting Schedule
- \_\_\_\_\_ Prop List/Props
- \_\_\_\_\_ Listing of Restaurants in Area
- \_\_\_\_\_ Food and Drink for Crew
- \_\_\_\_\_ Location Permits
- \_\_\_\_\_ Site Survey, Location Stills
- \_\_\_\_\_ Make-Up
- \_\_\_\_\_ Costumes or Wardrobe
- \_\_\_\_\_ Insurance Coverage
- \_\_\_\_\_ Petty Cash
- \_\_\_\_\_ Accounting Sheet or Envelope
- \_\_\_\_\_ Invoice Sheets
- \_\_\_\_\_ Calculator
- \_\_\_\_\_ Stop Watch
- \_\_\_\_\_ Teleprompter or Cue Cards
- \_\_\_\_\_ Notify Talent What to Wear
- \_\_\_\_\_ Office Supplies (Paper Clips, Safety Pins, Scissors, Tape, Stapler, Highlighters, Pens, Paper, Stamps, Business Cards)
- \_\_\_\_\_ Weather Check
- \_\_\_\_\_ Garbage Bags
- \_\_\_\_\_ Calling of All Participants to Confirm Times/Places