Pre-Shoot Checklist

Make each status explicit: ready, unresolved, or not needed.

PROJECT / SCENE

NAME / DATE / VERSION

01 Story, script, and schedule

Current script distributed? Scene/shot priorities agreed? Realistic schedule, call details, rehearsal, and contingency time set?

02 People and communication

Cast and crew confirmed? Responsibilities clear? Contact list, transport, access needs, meal plan, and change notifications covered?

03 Location and safe working conditions

Permission/access confirmed? Weather, noise, power, facilities, and emergency plan checked? Specialist requirements resolved by qualified people?

04 Camera, lighting, and sound

Equipment tested? Batteries, media, cables, supports, sound monitoring, and backup options ready? Perform a short record-and-playback test.

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05 Art, wardrobe, props, and continuity

Required items present? Duplicates or resets needed? Continuity references captured? Track the starting condition of each scene.

06 Media and post handoff

Naming, slate/version information, frame rate, sound settings, backup copies, verification, and who receives the material agreed?

07 Open items and owners

For every unresolved item, record the owner, deadline, consequence, and workable fallback. Do not mark it ready on a promise.

08 Final readiness decision

Ready, ready with stated limits, or delay? Who makes the call? Record the decision, remaining constraints, and last team update.