Scene Breakdown

Use one copy per scene. Separate confirmed resources from assumptions.

PROJECT / SCENE

NAME / DATE / VERSION

01 Scene identity and dramatic purpose

Record scene number, script version/pages, INT/EXT, DAY/NIGHT, location, and what changes in the scene.

02 Cast, background, and performance

Who appears or is heard? Note background action, special skills, availability, and rehearsal needs.

03 Location and access

Record the setting, permission status, access hours, power, noise, parking, weather exposure, and facilities.

04 Props, wardrobe, makeup, and set dressing

List required items, who supplies them, and any change of condition during the scene.

Scene Breakdown

Use one copy per scene. Separate confirmed resources from assumptions.

PROJECT / SCENE

NAME / DATE / VERSION

05 Camera, lighting, and sound needs

Identify essential equipment and coverage needs. Flag difficult dialogue, playback, practical lights, or effects.

06 Continuity and dependencies

Record entrances/exits, screen direction, eyelines, object positions, costume state, and links to other scenes.

07 Special requirements and unresolved risks

Flag stunts, weapons, vehicles, animals, minors, effects, or access concerns for qualified planning. Name the owner.

08 Preparation and handoff

List missing resources, tests, approvals, responsible people, and deadlines. Note any AI or post assets this scene requires.