

PRODUCTION CHECKLIST

ANSWER THESE BEFORE YOUR SHOOT

Arrival Logistics

Do all necessary parties have a copy of the shooting schedule?

Have parking accommodations been made for the film crew?

Is there someone assigned to greet the crew and guide them around your building?

Is there a room or space for the crew to store their gear and set up?

Site Logistics

Are the filming locations as clean and camera ready as possible?

Where can the film crew access basic necessities such as water, bathrooms, trash disposal and removal?

Is there a wifi connection the film crew can access?

Is there a kitchen available for lunch?

Filming Logistics

Is the film crew's gear compatible with your building power supply? Are there any constraints?

Are there any areas of your building that are off limits for copyright, trademark or non-disclosure reasons?

Are there any operations or other events happening at your building that could impact filming?

Is there a back up location for exterior filming in the event of inclement weather?