Ringling College of Art + Design

DIGITAL FILM DEPARTMENT
(941) 309 5028
DigitalFilm@ringling.edu

PRODUCTION REQUIREMENTS CHECKLIST

PRODUCTION FORMS					
☐	Approved Script	☐	Foley Cue Sheet	☐	Project Authorization Form
☐	Budget Breakdown	☐	Group Release	☐	Safety Awareness Meeting Attend.
☐	Budget Sign-Off	☐	Injury/Illness Report Form	☐	Safety Hazard Report
☐	Actor Release Forms	☐	Key Request	☐	Script Breakdown
☐	A.D.R. Form	☐	Lighting Diagram	☐	Script Supervisor Continuity Log
☐	Art Department Crew Time Sheet	☐	Location Contact List	☐	Script Supervisor Daily Report
☐	Art Department Prop & Flat Sign Out	☐	Location Contract	☐	Shooting Schedule
☐	Art Department Tool Sign Out	☐	Location Fact Sheet	☐	Shot List
☐	Call Sheet	☐	Location Release	☐	Sound Report
☐	Camera Department Shooting Log	☐	Makeup / Hairdressing Record	☐	Special Camera Rigging
☐	Cast Contact List	☐	Minor Release/Authorization	☐	Still Photo Release
☐	Cast / Scene Number Breakdown	☐	Mix Lock Agreement	☐	Storyboard
☐	Casting Sheet	☐	Musician Release Form	☐	Technical Trouble Reports
☐	Cast Member Evaluation	☐	Music Scoring Sign-Off	☐	Thesis Production Advance Form
☐	Cinematography Location Information	☐	Ringling Student Release	☐	Titles List
☐	Crew Contact List	☐	Off Campus Location Release	☐	Wardrobe Person Request
☐	Daily Production Report	☐	On Campus Location Release	☐	Wardrobe Request
☐	Digital Effects Request	☐	Off Campus Stunt/Special Effects	☐	Weapons Request & Release
☐	Documentary Consent	☐	On Campus Stunt/Special Effects	☐	Pre-Production Checklist
☐	Editor Post Production Report	☐	Original Music Licensing Agreement	☐	
☐	Emergency Information	☐	Pickups Approval	☐	
☐	Emergency Medical Information form	☐	Picture Lock Agreement	☐	
☐	Equipment Request Forms (See below)	☐	Post Library Dub Request	☐	
☐	Extras Casting Sheet	☐	Press Kit Materials	☐	
☐	Facilities Request	☐	Producer Post Production Report	☐	
☐	Fax Cover Sheet	☐		☐	
☐	Film Camera Reports	☐		☐	
☐	Film Credit Worksheet	☐		☐	
☐	Film Release Agreement	☐		☐	
☐		☐		☐	
☐		☐		☐	
EQUIPMENT					
☐		☐		☐	
☐		☐		☐	
☐	Camcorders/ Still Cameras	☐	Doorway Dollies	☐	Post Prod. Equipment Request
☐	Camera Filters	☐	Electrical Distribution	☐	Sound Equipment
☐		☐	Flags, Nets, Etc.	☐	Stage Equipment Package
☐		☐	Grip Equipment	☐	
☐		☐	Light Kits	☐	
☐		☐	Lighting Equipment	☐	
☐		☐	Miscellaneous Accessories	☐	
☐		☐		☐	
☐		☐		☐	
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☐		☐		☐	
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PRODUCTION REQUIREMENTS CHECKLIST

PRODUCTION TITLE: _____

STAFF & CREW		
☐ Producer	☐ Sound Mixer	☐ Production Designer
☐ Director	☐ Boom Operator	☐ Art Director
☐ 1st Assistant Director	☐ Cableman	☐ Set Decorator
☐ 2nd Assistant Director	☐ Gaffer	☐ Property Master
☐ Script Supervisor	☐ Best Boy/Electrician	☐ Costume Designer
☐ Location Manager	☐ Electricians	☐ Wardrobe Supervisor
☐ Director of Photography	☐ Key Grip	☐ Make-up Hair
☐ Camera Operator	☐ Dolly Grip	☐ Production Assistants
☐ 1st Assistant Cameraman	☐ Best Boy/Grip	☐
☐ 2nd Assistant Cameraman	☐ Grips	☐
☐ Loader	☐	☐
☐ Still Photographer	☐	☐
☐	☐	☐
SUPPORT PERSONNEL	**LOCATION**	**MISCELLANEOUS**
☐ Police	☐ Telephone	☐ Sound Digital Memory
☐ Fire	☐ Restrooms	☐ Video Tape
☐ Security Guard	☐ Eating Area	☐ Camera Expendables
☐	☐ Parking	☐ Lighting Expendables
☐	☐ Cast & Extra Staging Area	☐ Grip Expendables
☐	☐ Equipment Staging Area	☐ First Aid Supplies
☐	☐ Power Supply	☐ Cleaning Supplies
☐	☐ Maps	☐ Trash Cans & Bags
CAST	☐ Direction Signs	☐ Plastic Film Cores
☐ Lead Actors & Actresses	☐ Traffic Control	☐
☐ Bit Players	☐	☐
☐ Extras	☐	☐
☐ Minors	☐	☐
☐	☐	☐
☐	☐	☐
☐	**VEHICLES**	☐
☐	☐ Grip Truck	☐
☐	☐ Camera Truck	☐
☐	☐ Crew Vans	☐
MEALS	☐ Picture Vehicles	☐
☐ Caterer	☐ Generator	☐
☐ Craft Service	☐	☐
☐ Lunch	☐	☐
☐ Second Meal	☐	☐
☐ Tables & Chairs	☐	☐
☐ Cooler(s)	☐	☐
☐ Tent(s)	**EQUIPMENT**	☐
☐	☐ Camera	☐
☐	☐ Lighting	☐
☐	☐ Grip	☐
☐	☐ Sound	☐
☐	☐ Dolly	☐
☐	☐ Walkie Talkies	☐
☐	☐	☐
☐	☐	☐