



Photograph by Colin Hampden-White

PRODUCTION **TEMPLATES** READY FOR YOU



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BREAKDOWN SHEET #

DATE:

PRODUCTION CO:

TITLE:

SCENE:

PAGE COUNT:

INT/EXT:

LOCATION:

DAY/NIGHT:

DESCRIPTION:

CAST	STUNTS	EXTRAS/ATMOSPHERE
	EXTRAS/SILENT	
SPECIAL EFFECTS	PROPS	VEHICLES/ANIMALS
WARDROBE	MAKEUP/HAIR	SOUND EFFECTS/MUSIC
SPECIAL EQUIPMENT	PRODUCTION NOTES	

EQUIPMENT LIST

“TITLE”

Address,

Address,

Postcode

production@gmail.com

Tel:

CAMERA

VIDEO ASSIST

LENSES

LIGHTING:

GRIP:

GELS:

CONSUMABLES:

BUDGET

TITLE: DIRECTOR: PRODUCER:

PRE-PRODUCTION: Weeks

SHOOT: Days

POST: Weeks

CAMERA FORMAT:

INCOME

From:

TOTAL

EXPENDITURE

PRE-PRODUCTION

Admin (inc phone bills, stationery etc)

Recces

Room Hire (Casting & Rehearsals)

Social Media & Online management

SUB TOTAL

EQUIPMENT & STOCK

Camera hire

Lighting Hire

Grip Hire

DIT Equipment

Storage Drives (1TB-2TB)

SFX Equipment (If applicable)

Equipment van @£ /day

Fuel for equipment van

SUB TOTAL

PRODUCTION

Crew Fees

Cast Fees

Location Fees

Van Hire

Fuel

Catering

Accommodation (If applicable)

Production design (Set build, props etc)

Costume design

Make-up

Insurance

SUB TOTAL

POST PRODUCTION

Editor + Equipment

Sound Edit & Mixing

Online + Grade

Composer

Musicians (If applicable)

Master Copy & Deliverable Formats

Distribution/Festivals

SUBTOTAL

CONTINGENCY

GRAND TOTAL

Date: _____

Producer's Signature: _____

SYNOPSIS

Tagline:

Title

Genre

Setting

Synopsis:

Protagonist(s)

Catalyst

Obstacle(s)

Climax

Resolution

Themes/Ideas

Audience feeling

LOCATION AGREEMENT

YOUR COMPANY LOGO

Name of Owner
Name of location
Location Address
Postcode

Dear _____,

This is to confirm the arrangements made between us whereby you have kindly agreed to grant permission to use the above property for the purpose of photographing and recording scenes for a short film to be produced by _____ as follows:

Production Title:

Producer:

Director:

The permission granted covers the following dates: (_____)

You confirm that the permission shall include the right to bring video personnel and equipment to the property and to record in the areas of the property as designated, at a charge of £ _____.

We confirm that _____ carries public liability insurance to a maximum indemnity of two million pounds and further details can be obtained from the chief accountant at your insurance company (_____).

Kindly signify your agreement to the above, by signing and returning to us the enclosed copy of this letter.

Yours Sincerely,

Your signature
For and on behalf of

Signed _____

UNIT LIST
PRODUCTION OFFICE
Tel:

SHOOT DATES

DIRECTOR / WRITER	NAME & EMAIL		PHONE NUMBER
DIRECTOR / WRITER		Mob:	
PRODUCERS			
PRODUCER		Mob:	
LINE PRODUCER		Mob:	
PRODUCTION			
PRODUCTION COORDINATOR		Mob:	
PRODUCTION ASSISTANT			
ART DEPARTMENT			
PRODUCTION DESIGNER		Mob:	
ART DIRECTOR		Mob:	
ART DEPT ASSISTANTS		Mob:	
ASSISTANT DIRECTORS			
1st ASSISTANT DIRECTOR		Mob:	
2ND AD			
3RD AD		Mob:	

RUNNER/DRIVER			
CAMERA DEPARTMENT			
DOP		Mob:	
FOCUS PULLER		Mob:	
GRIP		Mob:	
OPERATOR		Mob:	
CLAPPER LOADER			
CAMERA RUNNER			
DIT		Mob:	
SOUND DEPARTMENT			
SOUND RECORDIST		Mob:	
BOOM OPERATOR		Mob:	
EDITING			
EDITOR		Mob:	
ASSISTANT EDITOR		Mob:	
ELECTRICAL			
GAFFER			
SPARK		Mob:	
SPARK			
COSTUME / HAIR & MAKE-UP DEPARTMENT			
MAKEUP ARTIST		Mob:	
ASSIST MAKE-UP			
COSTUME DESIGNER		Mob:	
ASSIST COSTUME			
HEALTH & SAFETY			
FIRST AIDER		Mob:	

MUSIC			
COMPOSER		Mob:	
CONTINUITY			
SCRIPT SUPERVISOR		Mob:	
UNIT PHOTOGRAPHER			
UNIT PHOTOGRAPHER		Mob:	