**Coursework Production Planning Checklist**

**Pre-Production Planning**

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| [Moodboard /research example](https://drive.google.com/file/d/0B-bt3fv8-tojZ1VHRnA2M3pKcWM/view?usp=sharing)  [Storyboard example](https://drive.google.com/file/d/0B-bt3fv8-tojSFRubVFmYjEyNkk/view?usp=sharing) | Choose one turning point and create a timeline of events, camera shots and transitions. |  |
| Decided on actors and locations | Log your work and plans |  |
| [Storyboards](https://drive.google.com/file/d/0B-bt3fv8-tojRGMteDRkWkZGNEk/view?usp=sharing) x6 [x9](https://drive.google.com/file/d/0B-bt3fv8-tojNzJKRTV1bHVGcjA/view?usp=sharing) | Storyboard template x6 and x9 drawn or use [Storyboard Creator](https://www.storyboardthat.com/storyboard-creator) *(screenshot board)* |  |
| [Scriptwriting](https://drive.google.com/file/d/0B-bt3fv8-tojZ0JuU2RUOUY4R2s/view?usp=sharing)  [Example Script](https://drive.google.com/file/d/0B-bt3fv8-tojbUZOQXB1dm1tWFU/view?usp=sharing)  Written script | Write your script - how to breakdown the narrative  e.g. of a short script N.B. note limited dialogue/use of screen directions |  |
| [Shotlist](https://drive.google.com/file/d/0B-bt3fv8-tojTmdFcHBKcTMzd00/view?usp=sharing) | Keep organised - Make a list of all your intended shots / camera set ups for each scene with timings |  |
| [Schedule](https://drive.google.com/file/d/0B-bt3fv8-tojeW9pczdubHVoMlU/view?usp=sharing) | Example schedule showing 3 day breakdown. Each character (actor) is represented by a no. |  |
| [Risk Assessment](https://drive.google.com/file/d/0B-bt3fv8-tojMFRyOWUtQWZBRUE/view?usp=sharing) | Health and Safety essential planning. Check for potential risks before your shoot. |  |
| [Call Sheet](https://drive.google.com/file/d/0B-bt3fv8-tojZnR4Wnl2Y2dSVVk/view?usp=sharing) | Organise crew and cast with the call sheet.Informs where/when to meet |  |