

**PROJECT**

**NOTES**

Project Title: \_\_\_\_\_

Proposed Running Time: \_\_\_\_\_

Media: Video  Film

Other: \_\_\_\_\_

Producer: \_\_\_\_\_

Director: \_\_\_\_\_

Contact Information \_\_\_\_\_

Dir Cell Phone \_\_\_\_\_

Prod Cell Phone \_\_\_\_\_

Dir Email \_\_\_\_\_

Prod Email \_\_\_\_\_

**SCRIPT**

Proposed script initial draft ver. \_\_\_\_\_

*Provide copy for faculty records*

Faculty requested revisions No  Yes

Script approved for production: No  Yes

Final approved length: \_\_\_\_\_

**BUDGET**

Production Budget: Recv'd

*Provide review copy in prod. Book*

Production schedule: Recv'd

*Provide copy for faculty records*

**CASTING**

Casting Director Name (if different) \_\_\_\_\_

Audition Date(s) \_\_\_\_\_

Audition Location \_\_\_\_\_

Callback Date(s) \_\_\_\_\_

Callback Location \_\_\_\_\_

Final Cast List Approved Yes  No

*Provide copy for faculty records*

Cast/Image release and acknowledgement of schedule Recv'd

*Provide review copy in prod. book*

**CREW**

D.P. \_\_\_\_\_

Production Designer \_\_\_\_\_

Editor \_\_\_\_\_

Crew List \_\_\_\_\_

*Provide copy for faculty records*

Crew acknowledgement of schedule \_\_\_\_\_

*Provide review copy in prod. book*

**PROD DESIGN/LOCATIONS**

Location Photos <i>Provide review copy in prod. Book</i>	Recv'd	<input type="checkbox"/>		_____	
Location Information <i>Provide review copy in prod. Book</i>	Recv'd	<input type="checkbox"/>		_____	
Location Releases <i>Provide review copy in prod. Book</i>	Recv'd	<input type="checkbox"/>		_____	
Set Construction <i>Provide review copy in prod. Book</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Studio Reserved <i>Provide review copy in prod. Book</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Dates Reserved					_____
Storyboard Requested <i>Provide review copy in prod. Book</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Scenes to be boarded					_____
Drawings/Designs Requested <i>Provide review copy in prod. Book</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____

**PRODUCTION PLANNING**

Schedule <i>Provide review copy in prod. Book</i>	_____	_____
Scene Breakdown <i>Provide review copy in prod. Book</i>	_____	_____
Shot List <i>Provide review copy in prod. Book</i>	_____	_____

**EQUIPMENT**

Rental or Borrow outside FNM <i>Provide list and pricing in prod. Book</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Vendor List Needed <i>Provide review copy in prod. Book</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Equipment Reservation Approved <i>Provide list(s) of equipment and dates reserved</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Transport Vehicle Approved <i>Specify for each check-out date</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Will dept. heads check out gear <i>Provide list of names and gear for each</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____

**Approved for Principal Photography by:**

\_\_\_\_\_

**Date**

\_\_\_\_\_