

# VIDEO PREPRODUCTION CHECKLIST

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ID	TASK	STATUS	PRIORITY	DUE DATE	ASSIGNED TO	NOTES
1	High-level goals					
1.1	<i>What are the objectives of the video?</i>					
1.2	<i>Who is the target audience?</i>					
1.3	<i>What is the core message/concept?</i>					
2	Choose a story					
3	Determine length					
4	Write and revise the script, including creating characters					
5	Clarify the message, adapt objectives, and refine target audience (if needed)					
6	Create shooting script (the scenes in the order they will be filmed)					
7	Create script breakdown (analysis of the script in which all production elements are tuned into lists of actions to perform and items to procure)					
8	Create a storyboard					
9	Determine the budget					
10	Scout and select locations					

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11	Get location permits and permissions					
12	Determine equipment needs					
13	Inventory existing equipment					
14	Acquire needed equipment (rent or buy)					
15	Acquire props					
16	Estimate shooting time					
17	Create script breakdown sheet					
18	Create a production schedule					
19	Create shooting schedule					
20	Create detailed shot list					
21	Auditions and interviews					
22	Hire actors					
23	Hire crew					
24	Request music releases					



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