



# YOUNG FILMMAKER COMPETITION

## Guide 5: Production Check List



Royal Conservatoire  
of Scotland



respectme  
Scotland's Anti-Bullying Service

**There are three stages in making a film, PRE-PRODUCTION, PRODUCTION and POST-PRODUCTION. Below is a handy check list to help make sure you have everything in place before you start filming, during filming and when you are finished filming to help keep you on track with everything.**

Costumes	
Props	
Locations: requested and booked	
Equipment: requested and booked	
Storyboards	
Roles / Cast	
Crew roles decided	
Draft shooting schedule	

**Pre-Production**

Batteries: charged and spares available	
Location photos – before and after	
Memory on recording device	
Specific props and costumes for the scenes being filmed	
Watch / timer (keep time)	
Filming notes (any filming issues on day and a note of all best takes)	

**Production**

## Post-Production

All footage downloaded to computer / hard drive	
All music downloaded / imported onto computer	
Storyboards for reference	
Filming notes	
Backed up project	

**That's the check list complete. Now it's over to you - good luck filming!**