

# The Ultimate Film Pre-Production Checklist

*From Final Draft to Day One:*

*The Professional Filmmaker's Step-by-Step Roadmap*

## PHASE 1 | The Narrative Audit

- ☐ **Script Lock:** Ensure all scene numbers are frozen. No more major structural changes.
- ☐ **The Logic Pass:** Check for continuity errors or prop requirements that were missed in the last draft)
- ☐ **Dialogue Pass:** Read your script aloud to check for pacing and naturalism.

## PHASE 2 | The Digital Breakdown

- ☐ **Cast:** Who is in the scene?
- ☐ **Stunts:** Does this require a coordinator?
- ☐ **Extras:** Atmosphere requirements.
- ☐ **Props:** Everything the actors touch.
- ☐ **The Project Catalog Sync:** Verify that every tagged item in your breakdown has a corresponding entry in your Celtx Catalog with reference images and notes
- ☐ **Wardrobe:** Specific costume changes or "continuity" outfits.
- ☐ **Vehicles:** Picture cars or trailers.
- ☐ **Special Effects (SFX):** On-set practical effects.
- ☐ **Visual Effects (VFX):** Plates or green screen needs.

## PHASE 3 | Logistical Foundations

- ☐ **Location Scouting:** Upload photos of scouts directly to the Celtx Gallery.
- ☐ **Permits & Insurance:** Secure COIs (Certificates of Insurance) for every location.
- ☐ **The Talent "Paper" Trail:** Verify all SAG-AFTRA or independent contracts are signed and stored.

## PHASE 4 | Visualizing the Shoot

- ☐ **Director's Shot List:** Syncing the shot list with the script pages.
- ☐ **Storyboard Completion:** (Celtx Pro-Tip) Share the digital storyboard with the DP and Gaffer to align on lighting requirements.

## PHASE 5 | The Master Schedule

- ☐ **Stripboard Organization:** Group scenes by location and cast availability in the Celtx Schedule.
- ☐ **The "Day Out of Days" (DOOD):** Generate the report to see exactly when your lead actors start and finish.

## PHASE 6 | T-Minus 24 hours

- ☐ **Call Sheet Generation:** Distribute via Celtx to track who has opened and confirmed their call time.
- ☐ **Sides Printing:** Generate 1/8th page sides for the cast and crew.

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