

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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