

# Production Management Workflow Guide

# CELTx

*Quick Reference for Film & Video Productions*

## At a Glance

Script → Breakdown → Cast & Crew  
→ Schedule → Call Sheets → Reports

## Script

Start by writing or importing your script in Celtx.

### Key Actions

- Finalize your working draft
- Tag production elements (characters, props, locations)
- Prepare the script for breakdown

## Script Breakdown

Identify everything required to film each scene.

### Key Actions

- Tag cast and background actors
- Mark locations, wardrobe, props, vehicles, and special equipment
- Assign elements to departments

## Cast & Crew Database

Create a centralized directory of everyone on the production.

### Add Cast

- Actor name
- Character name
- Contact details
- Headshots and notes

### Add Crew

- Department and role
- Contact information
- Contracts or documentation

## Production Scheduling

Turn the script into a practical shooting plan.

### Key Actions

- Build stripboards
- Group scenes by location and cast
- Assign shooting days

## Call Sheets

Generate daily call sheets directly from the schedule.

### Includes

- Cast and crew call times
- Scenes scheduled
- shooting locations
- department notes

## Production Reports

Track progress and maintain communication across departments.

### Common Reports

- Daily production reports
- Cast lists
- Crew contact sheets

## Best Practices

- Centralize everything inside Celtx to avoid scattered documents
- Keep talent profiles updated so call sheets stay accurate
- Lock the script before scheduling to prevent constant revisions
- Attach documents to profiles (contracts, headshots, releases)

*Using a centralized system keeps scripts, talent data, schedules, and reports connected, reducing administrative work and preventing miscommunication across the production team.*

*When production data lives in one place, teams spend less time chasing information and more time making the film.*