

THE PRODUCER PACK

PLAN | SHOOT | CREATE

FREE EDITION

The Indie Filmmaker Survival Kit

A practical field guide for getting a film from idea to wrap without losing the plot.

PLAN SMARTER.

SHOOT CLEANER.

FINISH STRONGER.

PRE-PRODUCTION

SHOOT DAY

CONTINUITY

WRAP + DELIVERY

Created for independent filmmakers, producers and creators

theproducerpack.com

Start Here

Keep the important things visible when production gets noisy.

Use this kit as a working checklist, not a textbook. Print the pages you need, keep them in your production binder, and mark them up in real time.

PRODUCER NOTE

Your job as a producer is not to know everything. Your job is to make sure nothing important disappears between departments.

THE 5 QUESTIONS TO ANSWER BEFORE YOU SPEND MONEY

- ☐ What exactly are we making - short, feature, pilot, vertical series, commercial or proof of concept?
- ☐ Who is the audience, and where will they realistically watch it?
- ☐ What is the maximum cash budget we can actually fund?
- ☐ What is the smallest schedule that still protects performance, safety and quality?
- ☐ What must be cleared, signed, insured or delivered before the project can be sold or released?

ONE-SENTENCE PRODUCER BRIEF

Complete this sentence before pre-production:

FILL THIS IN

We are making a _____ for _____, with a working budget of \$_____, shooting over _____ days, and the finish line is _____.

Pre-Production Master Checklist

A simple greenlight list before cameras roll.

- ☐ Final working script locked and version dated
- ☐ Producer/director agree on creative priorities
- ☐ Budget top sheet approved
- ☐ Funding available for the full planned shoot
- ☐ Production calendar confirmed
- ☐ Cast availability confirmed in writing
- ☐ Key crew hired and rates confirmed
- ☐ Locations confirmed and permissions documented
- ☐ Insurance requirements reviewed
- ☐ Gear package confirmed
- ☐ Transportation/parking plan confirmed
- ☐ Meals, water and dietary needs planned
- ☐ Call sheet workflow assigned
- ☐ Shot list or coverage plan ready
- ☐ Wardrobe/props/art needs tracked
- ☐ Music, artwork and brand-clearance risks flagged
- ☐ Emergency contact and safety plan prepared
- ☐ Media backup plan prepared
- ☐ Post-production team or path identified
- ☐ Distribution/deliverables requirements researched

PRODUCER NOTE

A cheap production gets expensive when decisions are delayed. Lock the items that affect everyone else first: dates, money, cast, locations and key crew.

The 24-Hour-Before Checklist

The day before the shoot should feel boring. Boring is good.

- ☐ Send or confirm the call sheet
- ☐ Confirm weather and contingency plan
- ☐ Confirm location access time and lock-up time
- ☐ Confirm cast call times and special needs
- ☐ Confirm department heads have latest script/sides
- ☐ Confirm camera, sound, lighting and media
- ☐ Confirm batteries are charging
- ☐ Confirm wardrobe/props are packed and labeled
- ☐ Confirm meals, water, coffee and dietary counts
- ☐ Confirm bathrooms, parking and holding areas
- ☐ Confirm releases/permissions are on hand
- ☐ Confirm payment method/petty cash
- ☐ Confirm data drives and backup drives
- ☐ Confirm first shot and first setup with director/AD
- ☐ Confirm emergency contacts and nearest urgent care/hospital

PRODUCER NOTE

If a problem can be discovered the night before, do not wait until call time to discover it.

Producer Pocket Checklist - Shoot Day

Use this page every production day.

BEFORE FIRST SHOT

- ☐ Location open and safe
- ☐ Cast/crew checked in
- ☐ Paperwork/release issues handled
- ☐ Meals/water confirmed
- ☐ Critical gear accounted for
- ☐ Director/AD aligned on first setup
- ☐ Media cards/drives ready

DURING THE DAY

- ☐ Track schedule vs. actual progress
- ☐ Watch overtime risk
- ☐ Protect meal timing
- ☐ Resolve bottlenecks between departments
- ☐ Track missing shots/inserts
- ☐ Make sure continuity concerns are communicated
- ☐ Keep client/investor/owner communication contained and useful
- ☐ Confirm footage is being copied/backed up

BEFORE WRAP

- ☐ Director confirms must-have coverage is complete
- ☐ Camera/media handoff is clear
- ☐ Location restored
- ☐ Gear counted
- ☐ Tomorrow call time confirmed
- ☐ Outstanding payments/receipts logged
- ☐ Incidents or damage documented

Shot List Template

A shot list turns creative intention into something schedulable.

SCENE	SHOT	SIZE / ANGLE	ACTION	AUDIO / NOTES	PRIORITY

PRODUCER NOTE

Mark your non-negotiable shots. If the day slips, you should know what can be simplified before you are forced to guess.

Mini Call Sheet Template

For small crews, clarity beats decoration.

FIELD	DETAIL
Production / Day #	
Date / General Call	
Primary Location	
Parking / Basecamp	
Weather / Sunrise-Sunset	
Nearest Emergency Facility	
Producer / Phone	
Director / Phone	
Cast Calls	
Meal Time	
Special Notes / Safety	

SCENE SCHEDULE

SCENE	PAGES	LOCATION	CAST	DESCRIPTION / NOTES

Continuity: The Fast Version

Consistency of story details from shot to shot and scene to scene.

The audience may not know the term, but they feel the mistake: a cup jumps hands, a jacket changes position, food reappears, a prop moves, eyelines shift, or an actor repeats a gesture differently.

TRACK THESE SIX THINGS

- ☐ Wardrobe and accessories
- ☐ Hair/makeup condition
- ☐ Props and hand positions
- ☐ Food/drink levels
- ☐ Body position, eyeline and movement
- ☐ Dialogue actions and timing

QUICK CONTINUITY LOG

SCENE / TAKE	DETAIL TO MATCH	PHOTO REF #	NOTES

Budget Reality Check

Do a fast top-line check before you build a detailed budget.

CATEGORY	PLANNED	ACTUAL / QUOTE
Cast		
Crew		
Locations / permits		
Camera / lighting / grip		
Sound		
Art / wardrobe / HMU		
Transportation		
Meals / crafty		
Post-production		
Insurance / legal / contingency		

CONTINGENCY TARGET: _____%

TOTAL PLANNED: \$_____

CASH AVAILABLE: \$_____

PRODUCER NOTE

Do not budget only for shooting. A project that cannot afford post, deliverables or release costs is not fully funded.

Wrap Checklist

Wrap is the beginning of finishing, not the end of producing.

- ☐ All media copied and verified
- ☐ At least two backups exist before cards are reused
- ☐ Final camera/sound reports collected
- ☐ Production paperwork organized
- ☐ Cast/crew invoices collected
- ☐ Petty cash and receipts reconciled
- ☐ Rental gear returned and checked
- ☐ Location restored and signed off
- ☐ Damage/incidents documented
- ☐ Editor receives organized media and project notes
- ☐ Music/stock/graphics clearance list updated
- ☐ Pickups and missing shots documented
- ☐ Credits list started
- ☐ Poster/key art needs identified
- ☐ Distribution deliverables list created

Distribution Readiness

Think about delivery requirements before picture lock, not after.

- ☐ Clean project title and ownership chain documented
- ☐ Cast/crew releases and location permissions organized
- ☐ Music rights documented
- ☐ Artwork/logos/stock assets cleared
- ☐ Final master specs known
- ☐ Captions/subtitles plan created
- ☐ Trailer, poster and stills planned
- ☐ Credits verified
- ☐ Audio deliverables planned
- ☐ Closed captions and textless materials considered
- ☐ Press synopsis, logline and metadata drafted
- ☐ Festival/platform deadlines tracked

PRODUCER NOTE

Your film is not finished when the edit is finished. It is finished when it can be delivered, marketed and monetized.

Your Next Level

Use the free kit to survive the shoot. Use The Producer Pack to run the production.

GO DEEPER WITH THE FULL SYSTEM

The Producer Pack

When you are ready for a deeper production system, The Producer Pack expands every page in this kit with advanced tools for budgeting, cash flow, crew hiring, locations, scheduling, call sheets, safety, daily reports, media management, post, deliverables and revenue planning.

BUDGET

SCHEDULE

CALL SHEETS

POST

DELIVERY

REVENUE

NEXT STEP

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Educational resource only. Production, legal, tax, insurance and labor requirements vary by project and jurisdiction. Use qualified professionals where appropriate.