

# PRODUCTION BINDER

Create a production binder with the following elements:

- **TITLE PAGE**
  - Must include 1 sentence logline of the film
- **MOOD BOARD**
- **SHOOTING SCHEDULE**
  - Production team creates a list of proposed shooting date options; must be dates in which all team members can be present
  - When dates have been confirmed with actors and locations, team members must update and sign
- **SCRIPT SHOOTING DRAFT**
- **SCRIPT BREAKDOWN**
  - Detailed outline of needs for each scene including casting, locations, props, equipment requirements, and other specific items you will need **and the days you will need them** (think of this as a checklist for everything you can't forget when you arrive on set)
- **LOCATIONS**
  - Must submit photos of actual location, including specific areas you will film
  - Must include Location Contract w/ shooting dates for all private locations
- **CASTING**
  - Headshot of each cast member w/ description of their role
  - Contracts signed by actors w/ all shooting dates
- **PHOTO STORYBOARDS**
  - Must be actual photos, as much as possible in the actual locations
  - Must be organized into the order you plan to shoot
  - Should fit at least 6-12 photos on a page (no full pages)
  - Take this seriously