

Video Production Checklist



Day/Month/Year:

Project #:

Project Deadline:

Priority:

Sr#	Task	Details
PROJECT DETAILS		
1	Project Lead Resource (s)	
2	Company Lead Resource (s)	
3	Company/Brand	
4	Video Type (s)	
5	Timeline [days for project]	
6	Video Draft file delivery date	
7	Video Final file delivery date	
8	Project Budget	
PRE-PRODUCTION COMPONENTS		

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1	Create Storyboards	
2	Script Preparation	
3	Prop (S)	
4	Actor (s)	
5	Lock Shoot Location (s)	
6	Shot List finalised	
7	Permits & Insurances secured if needed]	
8	List of Tech Gear	
POST-PRODUCTION COMPONENTS		
1	Editing File draft 1	
2	Editing File draft 2	
3	Final File Version 1 [before client feedback]	

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4	Final File version 2 [after client feedback]	
5	Final File delivered- project closed.	

Notes:
