Film Studies
Production Binder

Directions
Assemble a production binder for your group. It must be spacious enough to hold all the relevant documents for each production project and must have legitimate dividers for each project with documents in this order:

- Rotating Job Schedule: print document from class website; maintain this document in front of the dividers in a plastic sleeve
- Call Sheet: print document from class website
- Schedule: print document from class website
- Media/Talent & Location Release: print document from class website
- Script: all versions, organized from newest to oldest
- Shot List: print document from class website
- Storyboards: print document from class website
- Notes (with blank notebook paper): this is to jot down ideas, relevant information, things to do, etc.)
- Other relevant documents/materials

Notes
- Make it look pretty!
- Label the spine of the binder with your production company name
- Organize all documents using dividers for each project by project name
- Type all documents wherever possible
- Keep documents up-to-date and organized
- The director for the project is the keeper of the binder
- Get a “production box” where you gather larger objects such as props, wardrobe, equipment, etc.
- Keep a pen or pencil in the binder
- Don’t lose the binder!

Grading
Preliminary production binder due: __________
Grades: 3