Pre-Production Planning Outline

1. **The idea stage:** (Generation of an idea or concept)
   a. Includes brainstorming

2. **Program Treatment**
   a. Synopsis of production
   b. Concept
   c. Crew, needed props

3. **Scripting**
   a. Script Revision((s)
   b. Story-Boarding

4. **MVCC Procedures**
   a. Program Proposal
   b. Approval of Proposal
   c. Schedule time w/Community/Coordinator

5. **Pre-Production Meeting**
   a. Scheduling of rooms
   b. Script read-thru
   c. Script revisions
   d. Blocking (Cameras shots & talent)
   e. Rundown sheet (Program outline & times)

Include crew in meeting and explain their role within the production.

Role of Producer: Schedules program, edit times, equipment and facilities for production. Also schedules crew and makes sure all pieces of the show are put together completely to complete a polished production.

6. **Check-sheet**
   a. Equipment check prior to shoot: Remote & Studio
   b. Scouting locations

7. **Shoot It, Edit it, label it, turn it in.**

Have a party! And remember

<u>P</u>oor
<u>P</u>lanning
<u>P</u>revents
<u>P</u>roper
<u>P</u>roduction