



## DIRECTOR CHECKLIST



	Task
<input type="checkbox"/>	Brainstorm with the team about ideas, genre, concepts and the movie's theme.
<input type="checkbox"/>	Genre chosen, research conventions of it, watch relevant films in that genre.
<input type="checkbox"/>	While script is being written, start thinking where will you cast your talents from (school? Acting school?)
<input type="checkbox"/>	With the first draft done, go over it making notes and suggestions for the second draft.
<input type="checkbox"/>	With the first draft, talk with the cinematographer about the film's look, mise-en-scène.
<input type="checkbox"/>	With the first draft, talk with the sound designer about the soundtrack and overall sound of the film.
<input type="checkbox"/>	Start looking for location and make sure you have all the locations for your film.
<input type="checkbox"/>	Talk to your editor about transitions, pacing, look (color grading) and style of the film.
<input type="checkbox"/>	Work with the cinematographer on the shot list/storyboard.
<input type="checkbox"/>	Create a shoot schedule, considering dates for pickup shots.
<input type="checkbox"/>	Rehearse with the actors <b>before</b> shooting day.
<input type="checkbox"/>	Make sure to cast adults for the roles of adults.
<input type="checkbox"/>	Be kind to your crew, knowing that the film is as important to them that is for you.
<input type="checkbox"/>	Make sure to keep in constant communication with your cast and crew (at least once a week during preproduction).
<input type="checkbox"/>	On the week of the shooting, make sure to keep cast and crew aware of the shooting schedule.
<input type="checkbox"/>	Arrive early on set, to make sure everything is going according as planning.
<input type="checkbox"/>	Don't forget food and most important, water to cast and crew.
<input type="checkbox"/>	Call the shots: "Sound ready? Camera Ready? Action! Cut!"
<input type="checkbox"/>	Make sure someone is doing the clapboard.
<input type="checkbox"/>	Write production notes for each day of shooting - before and after a set of expectations for the day and a list of what was achieved and not achieved; notes on ways to solve the problems.
<input type="checkbox"/>	Keep track of any changes on to the script and provide justification (artistic and/or logistical).
<input type="checkbox"/>	During lunch, check all the shots that were done to make sure you have everything covered.
<input type="checkbox"/>	Make sure you leave the location in order, clean and organized.
<input type="checkbox"/>	Ensure that safety comes first at all times during the production.
<input type="checkbox"/>	Work with the editor during post production giving feedback on the rough cut determining the pace and order of scenes, ideally before the date scheduled for the pickup shots.
<input type="checkbox"/>	Collaborate with the soundtrack's composer.
<input type="checkbox"/>	Collaborate with the sound designer.
<input type="checkbox"/>	Do a screening of the film and get feedback from the audience.

*Based on the IBO handout "13. The Role of the Director" available at the TSM - Rev Sept 17, 2019*