

**Loyola Marymount University
COMPLETE PRODUCTION TIMELINE**

DEVELOPMENT			
ITEM	TIMELINE	DUE DATE	COMPLETED
Write Script			
Rewrite Script			
PRE-PRODUCTION			
ITEM	TIMELINE	DUE DATE	COMPLETED
Scheduling Meeting	Week 1		
SAG Paperwork	Week 1		
Lock Script	Week 4		
Script Breakdown	Week 5		
Budget	Week 5		
Camera Lottery	2 Weeks before Shoot		
Shooting Schedule	2 Weeks before Shoot		
Look Book			
Shot Lists			
Storyboards			
Animatic			
Casting Notices	3-4 Weeks before Shoot		
Auditions	3 Weeks before Shoot		
Cast Actors	2 Weeks before Shoot		

Locations	2-4 Weeks before Shoot		
Rentals (Truck, Gennie, Equipment, Props, Costume, etc.)	1-2 Weeks before Shoot		
Permits	2 Weeks before Shoot		
HoPA Meeting	2-3 Weeks before Shoot		
Contracts/ Deal Memos/ Release Forms	1 Week before Shoot		
Call Sheets	Week of Shoot		
Green Light (From HoPA)	Week of Shoot		

PRODUCTION

ITEM	TIMELINE	DUE DATE	COMPLETED
Production Meeting	Prior to 1st Day of Shoot		
Shoot Film	Per Schedule		
Collect Receipts	During Shoot		
Production Stills	During Shoot		

POST PRODUCTION

ITEM	TIMELINE	DUE DATE	COMPLETED
Backup Files	Upon Wrapping Shoot		
Sync Dailies	Upon Wrapping Shoot		
Post Schedule	Due 1 Week after Shoot		
Rough Cut	10 Days after Shoot		

Fine Cut			
Picture Lock			
Spot for Sound/Music			
Sound Edit/Design			
Festival Packet			
Final Mix			
Color Grading			
Title and End Credits	Week 15		
Actualized Budget	Week 15		
Completed Production Notebook	Week 15		
DISTRIBUTION			
ITEM	TIMELINE	DUE DATE	COMPLETED
Upload Film to Server	See Schedule		
Mayer Screening	Finals Week		