

Approved Job Check-Off list

Project: _____

Client: _____

Usage: _____

Material for client/shoot	Created	Printed	Notes
Call sheet			
Production book			

Fees	Dates scheduled	Hired, purchased, or rented	Notes
Creative fee for execution and usage			
Shoot fee			
Usage fee			
Pre-light fee			
Post-production			
Tech scouting			
Travel fees			
Weather delay			

Casting			
Casting fee			
Casting location			
Casting materials			
Talent negotiation fee			

Crew			
First assistant			
Second assistant			

Third assistant			
Digital technician			
Wardrobe stylist			
Wardrobe assistant			
Prop stylist			
Prop assistant			
Hair & makeup artist			
Hair stylist			
Groomer			
Makeup artist			
Food stylist			
Food stylist materials			
Baby wrangler			
Animal wrangler			
Social worker on set (CA)			
Film, processing, prints, digital			
Digital capture			
Digital post			
Digital archive			
Digital proofs			
Digital contact sheets			
Polaroids			
B/W film			
B/W contact sheet			
B/W prints			

Color film/neg			
Lab overtime			
Insurance			
Liability			
Insurance riders			
Additional insurance			
Location/studio			
Location scout			
Location files search			
Location scout expenses			
Location rental fees			
Location permits			
Location police--police detail			
Studio rental			
Studio build/prep			
Studio strike			
Miscellaneous			
Miscellaneous			
Craft services (food on set)			
Phone/fax/cell phone			
Gratuities			
Additional on-set meals			
Messengers			

Shipping			
Props			
Prop rentals			
Prop purchase			
Wardrobe			
Wardrobe rentals			
Wardrobe purchase			
Rentals			
Special equipment			
Lighting			
Grip truck			
Special vehicles			
Sets/expendables			
Backdrops			
Paint			
Set builder			
Set design/research			
Studio materials			
Talent			
Adult talent			
Agency commision			

Bonus for usage			
Real person talent			
In-kind donation			
Travel time			
Minor talent			
Usage bonus			
Travel			
Air fares			
Hotel			
Per diem			
Meals			
Car rental			
Car service			
Parking / tolls / gas / mileage			
Truck Rental			
Cabs			
Excess baggage			
RV/motor home rental			