The pre-production checklist is not intended to be a complete outline of all pre-production duties on a project, however, may be used as a guideline of duties that are particular to shooting projects at Regent.

Create a pre-production calendar with solid dates for the following:

- Lock your script - Locking the script means that you have finished your re-writes and intend to shoot the “locked” script. There is always room for minor changes later, but your script needs to be as complete as possible, before you shoot. Locking the script also means that you have final approval of your script from your Executive Producer and the Dean.
- Have your writer sign an "Assignment of Rights" with the production coordinator.
- Write your budget.
  - Your Executive Producer will tell you how much money you have to shoot with, then write the budget on Excel and turn it into the Executive Producer for approval. If approved, the budget must then be sent to the production supervisor (copy to the production coordinator) for check and approval. Allow at least a week for all approvals to go through. If inaccuracies are found, the budget will be turned into you for re-writes.
- Do a script breakdown and create strip boards, a production schedule and shooting schedule.
- Find your crew.
- As per the crewing guidelines in the Regent Production Manual, your Executive Producer must approve all key crew positions.
- Scout locations.
- Cast the show.
- Start cast rehearsals with the director.
- Print out the paperwork file from the web page and distribute to the proper personnel.
- Lock locations.
  - This should be done at least one full month before shooting. Always have backup possibilities in case a location falls through.
- Complete all film permits, location agreements and certificates of insurance.
- Meet with the production coordinator to do cash advances and check requests. Allow at least a week for each before you can expect a check.
- Order film or tape stock.
  - All orders must be placed in writing to the production coordinator (production@regent.edu).
- Order sound tape (either ¼” or DAT).
- Schedule the equipment.
- Place any orders for equipment rental with the production coordinator.
- Make sure all department heads are meeting with the director.
- Have a safety meeting with the safety manager.
- Have a tech scout.
- Have a final production meeting with crew.