

# Administration

*Locations, scheduling, set, costume,  
props, catering.*



# Locations and Scheduling

- Minimise the number of locations
- Keep locations as close to each other as possible
- Don't feel that you have to film each scene according to its sequence in the story. This is usually the slowest, least efficient way.
- Make sure everyone knows, in writing, where they have to be and when they have to be there.



# Set, costume, props

- Have a props/costume place and make sure that everything is returned there when not in use
- Have duplicates of everything vital in case something gets broken
- Make sure that someone is responsible for the set, costume and props



# Catering

A hungry crew is an unhappy crew.  
Even on 'no budget' productions participants expect to be fed. Even if everyone is responsible for their own food make sure to schedule break times to keep people as fresh as possible.



# Prepare, prepare, prepare

Encountering problems in preparation is a lot less costly than finding out about them when the cast and crew are gathered to film the project.

## Checklist:

- You have all the necessary equipment with enough battery life and memory
- You have all the necessary people and they know what they must do
- Copies of paperwork such as scripts, talent release forms etc have been printed
- Talent have signed talent release forms
- You have permissions for use of locations etc.
- You have a clear schedule of what, when and where you're going to shoot
- Things like catering and transport have been arranged
- You have any necessary props, costumes showing no branding
- Everything else necessary is done!

