

Production schedule

Every step of a video shoot, from the signed brief to the files in the client's hands. Fill in owners and dates.

Project	Producer	Start date	Delivery date

Pre-production and the shoot

Phase	Task	Owner	Start	End	Status
Pre-production	Brief signed off				
Pre-production	Script first draft				
Pre-production	Script approved				
Pre-production	Storyboard and shot list				
Pre-production	Casting and talent releases				
Pre-production	Locations, permits and insurance				
Pre-production	Crew, kit and call sheet				
Production	Shoot day 1				
Production	Shoot day 2				
Production	Footage backed up and logged				

Edit, reviews and delivery

Phase	Task	Owner	Start	End	Status
Post-production	First cut				
Post-production	Review round 1				
Post-production	Second cut				
Post-production	Review round 2				
Post-production	Color, sound mix and graphics				
Post-production	Captions and cut-downs				
Delivery	Final approval				
Delivery	Masters and versions delivered				
Delivery	Files archived and handed over				

Who signs off

Script	Edit	Final delivery

Shoot day plan

One page per shoot day. Lunch goes in the plan like everything else.

Date	Location	Producer on set	Weather backup

The day

Time	What happens	Who	Where	Shots or scenes	Notes

How to use it

The Excel file has the same tasks, dates that move with the start date, and a timeline colored by phase.

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- Step 1** **Work back from the delivery date**
Fix the date the files are due, then place the reviews, then the shoot. Most schedules are built the other way round.
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- Step 2** **Give every review an owner**
Review rounds are where schedules slip. Name who gives feedback and the day it is due.
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- Step 3** **Lock the shoot days last**
Book crew and locations once the script is approved, not before.
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- Step 4** **Update it every day of the shoot**
A schedule nobody updates is a guess. Five minutes at wrap is enough.
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Before you share it

Five checks.

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- ☐ **Every task has one owner.**
Two owners means nobody owns it.
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- ☐ **There are at least two review rounds.**
With a clear limit on how many come after.
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- ☐ **The shoot has a backup day or a weather plan.**
One lost day without a backup moves everything behind it.
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- ☐ **Releases and permits are in pre-production.**
Not on the morning of the shoot.
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- ☐ **Delivery lists every version.**
Masters, cut-downs, captions and file formats, so nothing is re-exported in a hurry.
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