

## **PRE PRODUCTION LOG**

Typically documents the process with meeting times, agenda, problems faced/overcome, work delegated, etc. in preparation for the production till the day of the shoot.

Date: 09/10/00 Place: Studio Time: 12:30 - 1:30p

Met with above the line crew. Producer, Director and Writer present. Discussed basic ideas for the new sitcom. Came up with baseline plot and character specifications. Producer delegated to type up the concept and bring it to the group as whole during next meeting.

Date: 09/12/00 Place: Studio Time: 12:30 - 1:30p

Met with whole group with Producer presiding. Group approves concept and begins work on treatment. Producer will collate treatment into single document. Writer asked to plan for script.

Date: 09/18/00 Place: Studio Time: 12:30 - 1:30p

Treatment is approved. Scripting begins. Writer will bring draft for next meeting. Other key positions filled. Set, light and audio design delegated to begin drafting plans. Casting delegated to the group.

Date: 09/20/00 Place: Studio Time: 12:30 - 1:30p

Script tentatively approved. Writer advised to write the final draft. Set, light and audio design also tentatively approved. Some minor changes required. Next meeting will finalize this.

**..... and so on and so forth till .....**

Date: 11/21/00 Place: Studio Time: 12:30 - 1:30p

Day before the shoot. Everything is working well. All the designs and other paperwork is in the folder. Last minute questions answered.

Date: 11/22/00 Place: Studio Time: 12:30 - 3:15p

Shoot day!