



## Producer's Guide

**Pre-Production:** Schedule availability between crew and actors, set shooting dates, and arrange rides. Scout for locations. Assemble equipment, props, food.

**Production:** Make sure everyone is on set and everything is ready to go. Respond to anything that goes out of the norm. You will be running around... a lot.

**Post-Production:** Make sure everyone gets their belongings back and all money is reimbursed. Leftover budget money? Be creative.

**The Budgeter.** Keeps track of how much the team is spending. Provides reimbursements between the crew and EP.

**The Callback-ers.** Actors want to know within a week whether or not they will potentially have a role after their audition. Callbacks typically mean they are being considered and the directors want them to go through a final round of selected actors. Your job is to get their availability and schedule a callback date.

**The Location Scouter.** Where should we shoot the film? Most public areas require permits, which are often costly and take 2+ weeks for a response. Gorilla-ing is not endorsed. Most family-owned businesses are willing to let you film if you just ask.

**The Scheduler.** Scheduling everyone's (cast and crew) availability is the worst. Do your best to schedule a few shooting dates that accommodates as many crew members as possible. Sometimes you will have to resort to late night shoots.

**The Cater.** Because cast/crew will become grumpy if you don't feed them...also it's a standard courtesy. If it's a short shoot, get snacks. For longer shoots, meals should be provided. ALWAYS bring water, and don't forget to ask if anyone has food allergies or diets!!

**The Equipment Assembler.** You are in charge of gathering camera equipment and buying/finding props!

**The Disputer.** If any conflict happens, you are in charge of the situation.

### Helpful Tips:

- Producers are great at catching continuity errors between takes, because others are not as likely to notice when they are occupied. Also remind actors to bring the same clothes, jewelry, etc... if needed.
- Late Arrivals are not acceptable. If you know someone tends to be late, tell that person specifically an earlier call time than the rest of the cast/crew.

*"If you're early, you're on time.  
If you're on time, you're late.  
If you're late, you're fired."*