



Pre-Production Planning for Low-to-No Budget Films

Using the Forms

This set of PDF's have interactive fields which allow you to enter information directly into the form. Every field that is colored blue can accept input. Some fields (like the Title and Cast fields) are for text, while others (like the Scene Numbers field) only accept numbers.

Each form has a special button at the bottom labeled "Reset Form." Be careful not to accidentally click on this button as it will erase *all* of the fields in *every* page of that form. Save often while using these forms to prevent loss of data.

SCENE BREAKDOWN SHEETS: Use this sheet to perform a breakdown of all of the elements necessary to shoot that one scene. The boxes at the bottom in the Crew, Rentals, Animals and Vehicles columns are for entering in the number of each needed for that scene.

STORYBOARDS FORMS: Use one or more storyboards for each scene to break it down into individual shots. Use the text boxes to enter a description of each shot, then print out the storyboards to draw in an illustration of the description.

SHOOT DAY SHEETS: Use this form to plan out each shoot day you are scheduling. Group the scenes by location, then use the Scene Breakdown Sheets to plan the start and end times needed for each scene to be shot. Allow time for lunch and setups. When filling in the Crew, Rentals, Animals and Vehicles columns, be sure to show the number required for each to do *all* of the scenes scheduled for that day.

BUDGET ESTIMATION FORM: Fill out this form based on the information from the Shoot Day Sheets to determine what resources you need to put in the budget.

Production Assistants	JLarkin, TMoore, M	Daily ▾	3	\$ 100	18	\$ 5,400
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In this example, 3 people have been listed as PA's, the + sign means you need to click on it to see the rest of the text. From the drop-down menu, Daily has been selected as the Rate method. Under How Many we have listed 3, their cost is \$100 per day, and the total number of shoot days is 18. The form then automatically calculates the total. If you go to the last page, you can enter a Target Budget number before you begin. As you enter costs, the Under or Over Budget field will show under budget numbers in black, and over budget in red.



Frequently Asked Questions

Q: What software is needed to use these forms?

A: Adobe Reader X (10) or later is REQUIRED to use these forms as they were designed. Other PDF readers may not allow you to enter information in the fields and/or may not calculate the numbers correctly in the Budget Estimation Form.

Q: Does the Rate field have any effect on the rest of the calculation?

A: No, the Rate field is simply a way for you to note the basis of the payment method: Hourly, Daily, Weekly, Monthly or Flat. Some fields also have the option of Buy for items you may choose to purchase instead of renting.

Q: Will it take longer to open one of these PDF's if I'm using an older computer?

A: Maybe. PDF forms with a lot of fields may take longer to open and use on older computers.

Q: I clicked on the Reset button, but it took a long time to work. Why?

A: If you are using an older computer, it will take some time to reset the entire form because it's resetting every field on all of the pages.

Q: Do these forms auto-save?

A: No. These PDF's do NOT auto-save, so it is strongly recommended that you save your work every few minutes to avoid losing data.

Q: I accidentally clicked on the Reset button. Have I lost everything I entered?

A: The Reset button is only to be used to clear the entire form to start over. If you click on it by mistake, just close the file WITHOUT saving and reopen it. This way you will only lose whatever you entered from the last time you saved that file, which is why you should save often.

Q: What are the system requirements to run these files?

A: These PDF's have been tested on a 1 Ghz G4 Mac with 1 GB of RAM, and on a similar PC running Windows XP. However, the slower the computer, the slower the response time will be.

Q: Can I use these PDF's on my iPad?

A: These forms have been tested on an iPad 2 and while they worked, entering data or making changes was slow and a bit tedious. The iPad is good for reviewing completed forms and making small changes, but the forms can be filled out faster and easier on a computer.

Q: Can these PDF's be used on an Android or other non-Apple mobile device?

A: These forms were developed and tested on Apple devices only. While they should work on other devices, as PDF's are a standard, no guarantee is made that they will.