CLEARANCE CHECKLIST

Check these off as you go. Each item is explained in the Producer's Toolkit at lacccinematv.com/toolkits/producer.

Film title: _____

Producer: _____

PRE-PRODUCTION

- ☐ Story rights, source material or co-writers covered in writing
- ☐ Character, business and product names checked or invented
- ☐ Phone numbers 555-0100 to 555-0199; fake web and email addresses
- ☐ Music plan decided: composer, band, library or your own
- ☐ Talent, crew and location releases signed
- ☐ Art and screens at each location planned for

PRODUCTION

- ☐ No logos or brand prints on wardrobe
- ☐ Labels, posters and art turned, covered or cleared
- ☐ Screens show only your own content
- ☐ Background music, TVs and radios off
- ☐ Releases from every actor and featured extra
- ☐ Filming notice posted in public areas

POST-PRODUCTION

- ☐ Clearance pass on picture and sound
- ☐ Every music, stock, font and sound effects license saved
- ☐ Credits match releases and licenses
- ☐ Captions file made
- ☐ Master, screener, stills and poster exported
- ☐ Clearance folder complete

Template from the LACC Cinema & Television Producer's Toolkit (lacccinematv.com/toolkits/producer/documents). Plain-language guidance for student productions, not legal advice. Not an agreement with LACC or the Los Angeles Community College District.