

Free Cast Preparation Checklist Template

CINEVIEW COMMUNITY RESOURCES · ORIGINAL EDITABLE TEMPLATE

Keep practical preparation and arrival requirements together.

Project: _____ Date: _____ Version / owner: _____

Call time and location

Requested preparation

Task / instruction	Confirmed?	Question / contact

Details, checks and handover

Wardrobe instructions

Production contact and questions

Action / open question	Owner	Due / completed

How to use this template

Follow the production's instructions and raise unclear requests. Keep personal health or accessibility information in an appropriately restricted channel.

Complete project identifiers first. Duplicate log rows or pages as needed, keep a dated version and share the current copy with the relevant team. These documents are optional to share with Cineview; tell the studio your space, dates and equipment requirements.

Use and limits

Free to adapt for your production. Keep the website credit when sharing the unchanged template. Educational planning aid, not legal, financial or safety advice. Check facts and permissions for your project, protect personal information and obtain competent professional input where needed.