

Free Production Assistant Checklist Template

CINEVIEW COMMUNITY RESOURCES · ORIGINAL EDITABLE TEMPLATE

Organise arrival, crew support, communications and wrap tasks.

Project: _____ Date: _____ Version / owner: _____

Arrival and setup tasks

Department support

Time / task	Requester / priority	Status / handover

Details, checks and handover

Runner requests and contacts

Wrap and outstanding actions

Action / open question	Owner	Due / completed

How to use this template

Check task priorities with your supervisor. Record completed requests and unresolved items rather than silently changing department instructions.

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.