

Free Production Brief Template

CINEVIEW COMMUNITY RESOURCES · ORIGINAL EDITABLE TEMPLATE

Define the project, audience, creative direction and deliverables.

Project: _____ Date: _____ Version / owner: _____

Project objective

Audience and creative references

Decision / requirement	Owner	Due / status

Details, checks and handover

Deliverables and priorities

Team and approval contacts

Action / open question	Owner	Due / completed

How to use this template

Agree the objective before detailed planning. Record the approving person and separate confirmed requirements from assumptions.

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.