

<b>Production Schedule</b>		
<b>Date</b>	<b>Task</b>	<b>Completed</b>
22/11/13	Finalise film treatment.	
22/11/13	Finalise character profiles.	
29/11/13	Finalise script.	
29/11/13	Begin work on casting website entries.	
02/12/13	Upload information to casting websites.	
03/12/13	Begin creating storyboards.	
04/12/13	Find filming locations, and arrange visits to the locations.	
09/12/13	Create equipment list.	
09/12/13	Arrange crew and roles.	
10/12/13 – 15/01/14	Visit locations, take photos and discuss logistics.	
10/12/13 – 15/01/14	Film test shots on location.	
20/12/13	Book filming equipment.	
13/01/14	Hold cast auditions.	
15/01/14	Hold meeting with crew, check everyone knows his or her role.	
20/01/14	Finalise filming dates and locations.	
21/01/14	Decide on actors, inform them, and email them the finished script.	
31/01/14	Collect and test equipment.	
03/02/14 – 10/02/14	Rehearsals with actors and crew.	
03/02/14 – 10/02/14	Record test footage.	
10/02/14	Distribute and fill in all paperwork. (Actor release forms, Location release forms, Risk assessment forms)	
17/02/14	Find a musician to produce the soundtrack for the film.	
24/02/14	Collect equipment.	
28/02/14	Test out, and charge up equipment.	
03/03/14 – 09/03/14	Film throughout the week, backing up and checking the rushers each day.	
10/03/14 – 14/03/14	Double check rushers, collate and distribute files between the group.	
24/03/14 – 28/04/14	Grade, colour correct, and edit the footage	
21/04/14	Send rough edit of the film to the sound designer, to tweak the soundtrack to fit the film.	
05/05/14 – 12/05/14	Put soundtrack on the film, and finalise the edit.	
12/05/14 – 16/05/14	Create DVD cover, insert, etc. sort out all needed paperwork ready for submitting.	
22/05/14	Submit finished film and paperwork.	
23/05/14	Distribute finished film to cast and crew, research possible outlets to show finished film e.g. film competitions.	