

PRODUCTION MEETING PROTOCOL

Before the meeting

The Producer is responsible for the following, but may be delegated to a 2nd AD if one is assigned to pre-pro.

- Post the latest draft of the script to the production's Slack channel.
- Remind all crew members of the meeting time and post the Zoom link or location for the meeting.

At the Meeting

The 1st AD is responsible for running the meeting by doing the following:

- Opening remarks. Welcome everyone. Go around and state your position on the show.
- Make sure everyone has the latest draft of the script that was posted to the Slack channel pulled up in front of them.
- The Cinematographer reads through the action of the script (skipping the dialogue), stopping after each scene for questions & comments. Each crew member should anticipate anything that would be helpful to discuss (i.e. safety, special equipment, sound, special effects, visual effects, etc.)
- If applicable, discuss safety protocols for any hazardous conditions. Reference appropriate Safety Bulletins as needed.
- Discuss any other logistics, including, but not limited to:
 - Car Pooling / Parking (Be sure to reference map.)
 - Grip/Electric Staging Area
 - Camera Staging Area
 - Green Room
 - Craft Service Location
 - Restroom Locations
 - Weather Concerns / Plans
 - Art / PD Concerns
 - Sound Concerns
 - Location Owner Requests / Concerns
 - Lunch / Dietary Concerns
 - Anything else on your Location Scouting Checklist that could be problematic
- Director's brief comments
- 1st AD closes the meeting
- Department heads meet with their crews for any additional information. If FILM 100 or 202 students are in attendance, make sure they meet their department head, as well as the 2nd AD for sign-in.

After the Meeting

Immediately after the production meeting is the perfect time for the department heads to do a tech scout, if they haven't already.