

PRE-PRODUCTION CHECKLIST

HEADER

Field	Value
Production	SALT FLATS
Day 1	Monday, October 5, 2026
Status as of	Tuesday, September 29, 2026
Owner of this list	Rosa Delgado, line producer
Status key	Done / In progress / Not started / Late

BEFORE PREP (BY FRI 9/11)

Task	Owner	Due	Status	Notes
Script locked for breakdown (white draft)	Sam Whitford, producer	9/4	Done	
Chain of title and option paperwork reviewed by attorney	Sam Whitford, producer	9/4	Done	
Production LLC formed, bank account open	Sam Whitford, producer	9/8	Done	Dry Creek Pictures LLC
Payroll company selected	Rosa Delgado, line producer	9/11	Done	
Insurance broker quoting	Rosa Delgado, line producer	9/11	Done	
SAG-AFTRA signatory paperwork submitted	Sam Whitford, producer	9/11	Done	

PREP WEEK 1 (9/14 TO 9/19)

Task	Owner	Due	Status	Notes
Breakdown sheets for all 44 scenes	Kyle Brandt, 1st AD	9/16	Done	
Department heads review breakdown	Kyle Brandt, 1st AD	9/18	Done	Stunts flagged for Sc. 39
Ruiz House and salvage yard agreements signed	Walt Kemper, location manager	9/18	Done	4 shoot days between them
Scouts: salt flats, orchard road, motel, diner, gas station	Walt Kemper, location manager	9/19	Done	
Callbacks for roles 4 to 8	Casting	9/17	Done	
Department head deal memos signed	Rosa Delgado, line producer	9/18	Done	

PREP WEEK 2 (9/21 TO 9/26)

Task	Owner	Due	Status	Notes
Offers out to roles 4 to 8	Casting	9/22	Done	
White schedule locked, DOOD issued	Kyle Brandt, 1st AD	9/23	Done	
Budget locked to white schedule	Rosa Delgado, line producer	9/25	Done	
Insurance policy bound	Rosa Delgado, line producer	9/25	Done	
Stunt coordinator hired	Rosa Delgado, line producer	9/24	Done	Mike Dunleavy
Picture vehicles: Dell's pickup, Hollis's tow truck	Ivy Marsh, production designer	9/26	Done	Pickup non-running, towed

Task	Owner	Due	Status	Notes
Cast deal memos signed, roles 1 to 8	Rosa Delgado, line producer	9/25	Late	Earl (Ray Oberst) memo with agent. Works Day 7.
Remaining location agreements (motel, diner, gas station, warehouse, ranch, orchard)	Walt Kemper, location manager	9/26	Late	Orchard owner still reviewing. Needed before tech scout 9/30.
County road permit for Day 8 driving	Walt Kemper, location manager	9/26	In progress	Application filed 9/24

PREP WEEK 3 (9/28 TO 10/3)

Task	Owner	Due	Status	Notes
June's travel and crew hotel block booked	Beth Arno, production coordinator	9/28	Done	
Blue revisions broken down	Kyle Brandt, 1st AD	9/29	Done	
Blue schedule and DOOD issued	Kyle Brandt, 1st AD	9/29	Done	DOOD prepared by Mina Park, 2nd AD
Tech scout, all 9 locations	Kyle Brandt, 1st AD	9/30	Not started	Depends on orchard agreement
Sc. 39 storyboard reviewed by stunt coordinator	Lena Okafor, director	10/1	In progress	
Production meeting	Rosa Delgado, line producer	10/1	Not started	

Task	Owner	Due	Status	Notes
Certificates of insurance sent to every location	Beth Arno, production coordinator	10/2	Not started	
Nearest ER confirmed for every location	Walt Kemper, location manager	10/2	Not started	Salt flats ranch is the long drive
Shot lists for Days 1 to 4	Lena Okafor, director	10/2	In progress	With Theo Lindqvist, DP
Fittings for Pace, Dell, June, and Hollis	Rafael Ortega, costume designer	10/3	In progress	Pace 10/2. Dell, June, and Hollis 10/3. Marisol fits 10/6.
Crew start paperwork and deal memos collected	Beth Arno, production coordinator	10/2	In progress	
Camera prep at rental house	Carla Reyes, 1st AC	10/2	Not started	
Rehearsal: Dell and June	Lena Okafor, director	10/3	Not started	

DAY BEFORE DAY 1 (SUN 10/4)

Task	Owner	Due	Status	Notes
Ruiz House access, parking, and base camp confirmed with owner	Walt Kemper, location manager	10/4	Not started	

Task	Owner	Due	Status	Notes
Catering headcount and dietary list confirmed	Beth Arno, production coordinator	10/4	Not started	
Walkie channels assigned	Jordan Ames, key set PA	10/4	Not started	
Day 1 call sheet sent, receipt confirmed by everyone	Mina Park, 2nd AD	10/4, 9:00 PM	Not started	

Template by Storiara (storiara.com). Free to use and modify.

