UPP / PRODUCTION RESOURCES

Production kickoff checklist

Give the production a clear starting point: decisions, owners, working dates, and the handoff into crew and finance operations.

Mark completed items. Record an owner or reference; carry unresolved items into the action record.

Project / production: **Prepared by:**

Working dates: **Review date / version:**

01 Set the operating context

Done	Review item	Owner or reference
☐	Confirm the project name, responsible company, and decision maker.	
☐	Record locations, working dates, time zones, and the current schedule version.	
☐	Identify department leads and a contact for changes or urgent decisions.	

02 Prepare people and spending

Done	Review item	Owner or reference
☐	Assign an owner for crew invitations, startwork, and readiness review.	
☐	Confirm who reviews engagement terms, work locations, and payroll setup.	
☐	Record the budget owner, purchase approval route, and funding contact.	

03 Make the first handoff

Done	Review item	Owner or reference
☐	Confirm venue access, safety briefing ownership, and day-of contacts.	
☐	Agree how time, expenses, and vendor invoices reach their reviewers.	
☐	Share the approved plan and assign every remaining action a due date.	

Open action and handoff

Action / reference:

Owner: Due: Reviewed by / date:

Use this as an operating checklist. Project permits, safety requirements, employment terms, and local obligations need their own review.