YOUR 48-HOUR FILM CHALLENGE CHECKLIST

(Mark items with ☐ as you complete them)

PRE-PRODUCTION (First 4–6 Hours)

☐ Assemble your team and assign roles
☐ Review contest requirements and restrictions
☐ Brainstorm and develop story concept
☐ Write script (keep it simple and achievable)
☐ Create shot list and storyboard key scenes
☐ Scout and secure filming locations
☐ Prepare/gather props, costumes, and equipment
☐ Create a realistic shooting schedule
☐ Recruit actors and schedule their availability
☐ Prepare release forms for actors and locations

PRODUCTION (Next 24–30 Hours)

☐ Set up lighting and sound equipment at locations
☐ Brief actors on their roles and scenes
☐ Shoot all necessary footage (prioritize by location)
☐ Record any voice-overs or additional audio
☐ Back up footage regularly throughout shooting
☐ Check footage for quality and coverage
☐ Get establishing shots and B-roll
☐ Collect signed release forms
☐ Clean up and return any borrowed locations

POST-PRODUCTION (Final 12–18 Hours)

- ☐ Transfer and organize all footage
- ☐ Create a rough cut of the film
- ☐ Edit dialogue and pacing
- ☐ Add music and sound effects
- ☐ Color grade footage
- ☐ Create opening and closing credits
- ☐ Export a draft version for team review
- ☐ Make final adjustments based on feedback
- ☐ Export final film in required format(s)
- ☐ Complete any required paperwork
- ☐ Submit film before the deadline

ESSENTIALS TO PACK

- ☐ Cameras and lenses
- ☐ Extra batteries + memory cards
- ☐ Tripods and stabilizers
- ☐ Lighting equipment
- ☐ Sound recording gear
- ☐ Laptop with editing software
- ☐ External hard drives
- ☐ Extension cords/power strips
- ☐ Gaffer tape + multi-tools
- ☐ First aid kit
- ☐ Snacks and water

TEAM MANAGEMENT

- ☐ Schedule regular check-ins
- ☐ Plan meals and breaks
- ☐ Establish team communication system
- ☐ Create contingency plans
- ☐ Designate a time/deadline tracker