

Studio Team: Roles and Responsibilities

Use this checklist to determine what tasks your studio team must complete and who will be in charge of each task. You may not need all of these roles and tasks for every project you undertake.

Development

- | | | | |
|--------------------------|----------|---------------------------|-------|
| <input type="checkbox"/> | Writer | Writes script | _____ |
| <input type="checkbox"/> | Director | Leads brainstorming | _____ |
| <input type="checkbox"/> | Camera | Researches visual imagery | _____ |
| <input type="checkbox"/> | Editor | Leads research | _____ |
| <input type="checkbox"/> | Producer | Pitches project | _____ |

Pre-production

- | | | | |
|--------------------------|----------|-----------------------------------|-------|
| <input type="checkbox"/> | Writer | Creates scene breakdown | _____ |
| <input type="checkbox"/> | Director | Creates storyboards | _____ |
| <input type="checkbox"/> | Camera | Creates shooting schedule | _____ |
| <input type="checkbox"/> | Editor | Creates equipment & contact lists | _____ |
| <input type="checkbox"/> | Producer | Creates budgets | _____ |

Production

- | | | | |
|--------------------------|----------|----------------------------|-------|
| <input type="checkbox"/> | Writer | Records sound | _____ |
| <input type="checkbox"/> | Director | Determines what to shoot | _____ |
| <input type="checkbox"/> | Camera | Operates the camera | _____ |
| <input type="checkbox"/> | Editor | Logs field footage | _____ |
| <input type="checkbox"/> | Producer | Creates production reports | _____ |

Post-production

- | | | | |
|--------------------------|----------|--|-------|
| <input type="checkbox"/> | Writer | Writes narration | _____ |
| <input type="checkbox"/> | Director | Finds additional sound & music | _____ |
| <input type="checkbox"/> | Camera | Finds additional photos and video | _____ |
| <input type="checkbox"/> | Editor | Selects and edits footage | _____ |
| <input type="checkbox"/> | Producer | Schedules editing equipment,
assists with editing, organizes test
screenings | _____ |

Distribution

- | | | | |
|--------------------------|----------|---------------------------------|-------|
| <input type="checkbox"/> | Writer | Creates press kit information | _____ |
| <input type="checkbox"/> | Director | Organizes interviews | _____ |
| <input type="checkbox"/> | Camera | Creates stills from videotape | _____ |
| <input type="checkbox"/> | Editor | Produces promotional 'trailers' | _____ |
| <input type="checkbox"/> | Producer | Organizes screenings | _____ |