

Media

Production Calendar

Agree on a project “show” or release date. Then divide the time you have until then into “chunks.” Work down the columns to fill in action steps, leadership roles, and dates for each phase. You may not need to fill in all the boxes, or you might need more for one of the columns.

Then check off dates as you complete them.

GETTING ORGANIZED	GETTING CREATIVE	PULLING IT OFF	GETTING IT READY TO SHOW
Includes: schedule, roles, equipment, expert advice	Includes: concepts, sketches, writing, costumes, and sets	Includes: performing, shooting, recording, drawing, painting	Includes: sound, edits, printing, distribution, “buzz”
Milestone DATE ~~~~~ <input type="checkbox"/>	Milestone DATE ~~~~~ <input type="checkbox"/>	Milestone DATE ~~~~~ <input type="checkbox"/>	Milestone DATE ~~~~~ <input type="checkbox"/>
Action: ~~~~~ ~~~~~ Leader(s): ~~~~~ Date to complete ~~~~~ <input type="checkbox"/>	Action: ~~~~~ ~~~~~ Leader(s): ~~~~~ Date to complete ~~~~~ <input type="checkbox"/>	Action: ~~~~~ ~~~~~ Leader(s): ~~~~~ Date to complete ~~~~~ <input type="checkbox"/>	Action: ~~~~~ ~~~~~ Leader(s): ~~~~~ Date to complete ~~~~~ <input type="checkbox"/>
Action: ~~~~~ ~~~~~ Leader(s): ~~~~~ Date to complete ~~~~~ <input type="checkbox"/>	Action: ~~~~~ ~~~~~ Leader(s): ~~~~~ Date to complete ~~~~~ <input type="checkbox"/>	Action: ~~~~~ ~~~~~ Leader(s): ~~~~~ Date to complete ~~~~~ <input type="checkbox"/>	Action: ~~~~~ ~~~~~ Leader(s): ~~~~~ Date to complete ~~~~~ <input type="checkbox"/>
Action: ~~~~~ ~~~~~ Leader(s): ~~~~~ Date to complete ~~~~~ <input type="checkbox"/>	Action: ~~~~~ ~~~~~ Leader(s): ~~~~~ Date to complete ~~~~~ <input type="checkbox"/>	Action: ~~~~~ ~~~~~ Leader(s): ~~~~~ Date to complete ~~~~~ <input type="checkbox"/>	Action: ~~~~~ ~~~~~ Leader(s): ~~~~~ Date to complete ~~~~~ <input type="checkbox"/>