

DAILY OFFICE **TO-DO** LIST

CHECK-OFF ITEMS AS THEY'RE COMPLETED

DATE: _____

IN THE MORNING

FIRST PERSON IN:

- ☐ Stop on your way in to buy craft service food (donuts, bagels, fruit, juice, etc.)
- ☐ Check with front gate (or Security) to see if any packages had been dropped off during the night
- ☐ Inform Security you're in (if applicable)
- ☐ Put the coffee & hot water on, set-up craft service area, replenish bottled water supply if needed
- ☐ Turn on heat or air conditioning, open windows, unlock doors, turn on lights
- ☐ Check for messages on voice mail, write out and distribute
- ☐ Check for faxes, make copies & distribute
- ☐ Call weather service for today's weather report

LATER IN THE MORNING (DUTIES ASSIGNED BY PRODUCTION COORDINATOR)

- ☐ Finish copying and distributing incoming faxes/messages
- ☐ Copy, file and distribute daily paperwork sent in from set
- ☐ Check office supply area to determine what needs to be replenished/ordered
- ☐ Make sure there's an ample supply of Fed-Ex® envelopes & waybills, mailing supplies & postage
- ☐ Check craft service area to determine what needs to be replenished/ordered
- ☐ Check departmental wall envelopes to determine who didn't retrieve yesterday's messages or vital paperwork. Locate those individuals, relay messages & arrange for pickup or delivery of the paperwork
- ☐ Work out schedule of daily runs with the production coordinator or assistant coordinator

DAILY

- ☐ Make sure there's an ample supply of the latest complete script (with all changes)
- ☐ Make sure there's an ample supply of current schedules, crew lists, maps, script change pages, etc.
- ☐ Monitor the supply of fax cover sheets and other forms used daily. Replenish as needed.
- ☐ Distribute incoming mail
- ☐ File contents of "To File" box
- ☐ Track down and relay important messages to those who may not be in the office
- ☐ Check updated weather report
- ☐ Keep photocopy & kitchen (craft service) areas neat
- ☐ Help with clean-up after lunch
- ☐ Check to see if additional runs need to be made during the day
- ☐ Continually check fax machines for incoming faxes
- ☐ Check area surrounding offices for loose trash and/or cigarette butts. Clean as necessary
- ☐ Take all outgoing mail to post office by 4:30 p.m.
- ☐ Make sure over-night delivery packages are dropped off before scheduled deadline
- ☐ Monitor food and water supplies
- ☐ Monitor paper supplies (white legal and letter and 3-holed white, blue, pink, etc.)
- ☐ If you run out of things to do, ASK what you can do to help

AT NIGHT

- ☐ Call sheet distribution
- ☐ Tomorrow's weather report
- ☐ Make sure all copiers, fax machines and printers are fully stocked with paper
- ☐ Clean kitchen area, including: counters, dirty dishes, sink, coffee pots, cutting boards, knives, etc.
- ☐ Close & seal all opened food containers, store in ziplock bags and/or in refrigerator
- ☐ Clean photocopy & fax areas, restack and reorganize paper
- ☐ On nights cleaning service is not due, collect & bag trash & close dumpsters
- ☐ Straighten bullpen areas & replenish forms
- ☐ Prepare sides for the next day

LAST PERSON OUT:

- ☐ Close & lock windows, turn off heat or air conditioning
- ☐ Turn off lights
- ☐ Activate voice mail/answering machine
- ☐ Close & lock doors
- ☐ Call Security to let them know you're the last man out

FRIDAYS

- ☐ Mail approved Exhibit G's to SAG
- ☐ Mail certificates of insurance (not previously mailed) to insurance company
- ☐ Throw out old food from refrigerator
- ☐ Wash out refrigerator
- ☐ Prepare a list of who will be working over the weekend for Security

REMEMBER... KEEP A NOTEPAD & PEN WITH YOU AT ALL TIMES, TAKE NOTES, AND IF YOU HAVE A QUESTION -- ASK.

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