



ROCKETJUMP FILM SCHOOL'S **PRODUCTION OFFICE STARTER KIT CHECKLIST**

For a more in-depth look at the intricacies of film production, we highly recommend The Complete Film Production Handbook, by Eve Light Honthaner. You can look up the ebook (<http://bit.ly/1N1oCBm>) or check it out at the library for free!

In the book, Honthaner has provided a list for a basic travel production kit. (You can check the list directly here: <http://bit.ly/1Q7qKr6>) While some of the items can easily be updated, it still contains most of the essential items needed to set up a production office on location.

Keeping in mind many of you are starting on smaller productions, we've created a STARTER KIT list of possible needs based on Honthaner's list that you can build upon as you go! Most production kits start out small and grow over time as your projects get bigger and you learn new skills and procedures. This is just a list of suggestions– take your time building your own kit.

COMPUTERS AND ELECTRONICS

- Laptop + power cords
- USB cords, Ethernet, and any miscellaneous cords you need
- iPhone charging cords and plugs, Android charging cords and plugs
- Headphones or ear buds
- Printer/scanner (+ extra ink cartridges)
- Surge protector, extension cord
- External hard drive for backing up your work
- USB memory stick(s)
- Flashlight
- Variety of batteries (9V, AA, AAA, etc)

OFFICE SUPPLIES

- 3-hole punch, 2-hole punch (+ hole punch reinforcements)
- Tape dispenser (+extra tape)
- Scissors
- File organizer or pouch (“footballs”)
- File folders
- Variety of printable labels

- Stapler and staples
- Pens (red, black and blue)
- Pencils (+ pencil sharpener if needed)
- Ruler
- Correction tape/white out
- Roll of shipping tape
- Yellow writing pads, scratch pads or memo pads
- Petty cash envelopes (booklet of petty cash slips if needed)
- Highlighters (variety)
- Sharpies (variety)
- Rubber bands
- Paper clips, binder clips, brads
- Post it notes, index cards
- 1-2 reams of plain white paper (letter and legal sized)
- Binders and binder dividers
- Envelopes + stamps
- Fedex or shipping supplies (if needed)
- Binders and binder dividers

MISCELLANEOUS

- Small first aid kit, including Band-Aids, Neosporin, ice packs, sunscreen
- Tylenol, ibuprofen, antacids, throat lozenges, mouthwash, hand sanitizer
- Favorite small snacks, energy bars, tea bags, gum, Emergen-C
- Matches (or a few lighters)
- Birthday candles (Just in case!) and Thank You cards
- Some fun office toys, stress balls, puzzles, or fake lizards if you feel whimsical

How to carry everything? A cardboard banker's box or large plastic filing box is a great start. You can even repurpose an old suitcase.

Remember, this is just a list of suggestions to help you get started. Create a kit that works best for you!

Questions? Come ask us directly in the forums! discuss.rocketjump.com