



OPERATING CHECKLIST · BURRITO FILMS

US Production Checklist for European Producers

Burrito Films · The operating list that goes with the guide "Shooting in the U.S."

How to use it: print it at project kickoff and do not close a budget with red boxes in blocks 1 to 5. Items marked [ADVISOR] are validated with an immigration, labor or tax attorney.

When: T minus 16 to 12 weeks

1. Immigration [ADVISOR]

- ☐ List of the European crew that travels, with each person's role
- ☐ Immigration status defined per person (nobody works as a visitor)
- ☐ O-1 dossier in progress for the profiles that need it (credits, press, letters)
- ☐ Immigration attorney engaged and a written processing calendar
- ☐ Decision made: which seats travel and which are hired locally (rule: creative identity travels, market knowledge gets hired)

2. Institutional locations

- ☐ Script reviewed for institutional owners: transit, bridges, airports, federal
- ☐ If they exist: institutional permit process ALREADY started (this clock rules the whole calendar)

3. Incentives [ADVISOR]

- ☐ Candidate states compared against live programs and their queues
- ☐ Certifiable local spend requirement understood and compatible with the structure

When: T minus 8 weeks

4. Structure and contracts [ADVISOR]

- ☐ U.S. service entity defined and services agreement signed
- ☐ Approval flows agreed: who approves what and within how many hours
- ☐ Currency, remittance calendar and funding schedule in writing
- ☐ Ownership and custody of the footage, in black and white
- ☐ Tax treatment between jurisdictions validated

5. Money

- ☐ Budget with the iceberg lines: payroll burdens, workers comp, fringes where a union agreement applies, permit fees, COIs, mandatory representatives, parking, meal penalties, overtime and turnaround, payroll fees, kit rentals, prep and wrap per department
- ☐ Projected cash flow: deposits, insurance and rentals claim money BEFORE the first slate
- ☐ Change circuit agreed: nobody approves new spend without prior budget translation

6. Union path

- ☐ Union or non-union decision made with real advice, by format, city and size
- ☐ If union: scales, fringes and working-hour rules INSIDE the shooting plan from the first draft

- ☐ If non-union: insurance, conditions and impeccable payroll guaranteed by contract

7. Insurance [ADVISOR]

- ☐ U.S. broker on the project
- ☐ Production policy sized to the script: heights, water, drones, minors, vehicles, effects
- ☐ Workers coverage per jurisdiction and employment relationship
- ☐ COI issuance circuit defined: who requests, who issues, within how many hours

When: T minus 4 weeks

8. Ordinary permits and locations

- ☐ Every location with: owner identified, permit jurisdiction, the venue's insurance requirements
- ☐ Technical scout done: power, load-in and load-out, holding, restrooms, parking, neighbors
- ☐ Company moves timed and budgeted (the cheap location that moves forty people for an hour is the expensive one)

9. Crew and payroll [ADVISOR]

- ☐ Local crew hired through the U.S. structure with a payroll company
- ☐ Onboarding, withholdings and workers coverage with no gaps
- ☐ Kit rentals agreed in writing
- ☐ Bilingual crew confirmed in the interface positions with the European team

10. Rentals and transportation

- ☐ Camera, lighting and grip closed with equipment insurance in force
- ☐ Transportation plan designed WITH the shooting plan: vans, trucks, drivers, production parking
- ☐ Teamsters assessed where applicable

When: T minus 2 weeks

11. Set paperwork

- ☐ COIs issued per location
- ☐ Talent releases and appearance releases prepared and in the set backpack, not at the office
- ☐ Vendor agreements signed
- ☐ Call sheet and reporting infrastructure ready

12. Deliverables

- ☐ Final buyer specs (platform, distributor, network) confirmed BEFORE shooting
- ☐ On-set media flow with verified backups defined

During the shoot

- ☐ Weekly cost report reaching Europe in an understandable format
- ☐ Every relevant change: identified, quantified and approved before it becomes spend
- ☐ Turnaround and penalties watched daily (optimizing the schedule saves more than a camera discount)
- ☐ Field releases up to date

Wrap and closeout

- ☐ Equipment returns with loss and damage reconciled
- ☐ Payroll closed with no loose ends
- ☐ Final cost report and reconciliation
- ☐ Complete rights chain archived: contracts, releases, location agreements, licenses [ADVISOR]
- ☐ Closeout documentation package to the final buyer's standard

The three-reds rule: three or more red boxes in blocks 1 to 5 less than eight weeks from the shoot mean one thing: stop and structure before you keep spending.

Want us to review your checklist with you? Send us the twelve things about your project (type, dates, cities, shooting days, script, traveling crew, talent, locations, union and technical assumptions, budget band, deliverables) and we will tell you not just what it may cost, but which parts of your American plan do not exist yet. crew@burritofilms.com · burritofilms.com/international-productions/