BTS and EPK checklist for a film shoot

What to shoot, agree and collect on the shoot, so the electronic press kit and behind-the-scenes material are ready when the film is finished.

Most of an electronic press kit has to be collected during the shoot, not after wrap. Plan the stills, the consent and the names before the first day.

Before the first day

- [ ] **Book a stills slot in the schedule, with someone who can take stills.**
- [ ] **Agree in writing who may be filmed for behind-the-scenes use, and what that footage can be used for.**
  Everyone who appears on camera needs to agree.
- [ ] **Agree who approves the behind-the-scenes use before it goes online.**
- [ ] **Set up one shared list for names, spellings and credits, with one person in charge of it.**

On the day

- [ ] **Shoot the set wide and close: the space, the hands on the camera, the props and the costume detail.**
- [ ] **Record a few short interview clips with the director and the lead while the set is still in place.**
- [ ] **Take stills of the crew at work, with their agreement.**
- [ ] **Write down the spelling of every name on screen and in the crew list, the way each person spells it.**
- [ ] **Write a logline before the shoot ends, so it can be checked while the story is fresh.**

Names and credits

Name	Role on the film	Spelling checked with them	Bio received	Credit line agreed

Consent for behind-the-scenes use

One line for each person who appears on camera.

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Name	Agreed in writing (Y or N)	Date	Use agreed (for example EPK, social media, trailer)

What an EPK holds

- [ ] **Film poster**
- [ ] **Logline and synopsis**
  Sign both off with the director.
- [ ] **Bios for the leads and the main creatives**
  Other crew only where they have screen credits or notable awards.
- [ ] **Full credits**
- [ ] **Stills from production**
  Check they are sharp and every name in the caption is right.
- [ ] **Praise, reviews and festival or award news**
- [ ] **Contact details**
  As links where you can, not only as text in a PDF.
- [ ] **Trailer, with a link**
- [ ] **Short section on the project's angle**
  StudioBinder suggests placing it in the first two pages.

After wrap

- Sign off the synopsis and the logline with the director.
- Choose stills from each scene where you can, and check every name in each caption.
- Put the trailer and the kit online, with contact details as links.
- Keep a running note of festival and award news as it arrives.

Sources: StudioBinder, The ultimate guide to creating an EPK; Film Hub Midlands, Advice on budgeting a live-action short film.

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