

Independent Film Folder Setup

A simple file structure for keeping your production organized

1 Recommended Master Folder Structure

1. Formation & Governance
2. Banking & Finance
3. Taxes & Accounting
4. Legal & Chain of Title
5. Script & Development
6. Contracts & Deal Memos
7. Cast
8. Crew
9. Locations
10. Art Department / Props / Wardrobe
11. Vendors & Equipment
12. Insurance
13. Union / Guild Documents
14. Production Accounting
15. Music & Licensing
16. Marketing & Publicity
17. Festivals & Distribution
18. Sponsorships & In-Kind
19. Impact / Community Engagement
20. Final / Archived

Customize folder names to fit your project.

3 Use a Consistent File-Naming System

YYYY-MM-DD_Project DocumentType_Subject_Status

2027-03-01 MyFilm DP Agreement JaneSmith DRAFT.doc
2027-03-12 My Film DP Agreement JaneSmith EXECUTED.pdf
2027-04-05 My Film LocationRelease MainHouse EXECUTED.pdf

Recommended agreement statuses:

DRAFT → SENT → REDLINE → APPROVED → EXECUTOR → SUPERSEDED

2 Key Subfolders to Consider

A) Legal & Chain of Title

- Screenplay Ownership
- Copyright Registration
- Assignments & Licenses
- Life Rights / Real-Person Issues
- Music Rights
- Artwork / Photos / Third-Party IP
- Title / Trademark Clearance
- Attorney Review

B) Script & Development

- Current Draft
- Previous Drafts
- Notes & Feedback
- Revision Logs
- Script Breakdown
- Locked Production Script

C) Contracts & Deal Memos

- Producers
- Director
- Cast
- Crew / Department Heads
- Vendors
- Locations
- Music
- Equipment
- Post-Production
- Fully Executed Agreements

4 Three Rules That Save Time

1. Keep legal entities separate.
2. Never overwrite important versions.
3. Create one source of truth.

5 Build a Final Archive

At wrap, archive clean copies of your final screenplay, budget, executed contracts, releases, insurance records, payroll, accounting files, music licenses, copyright records, chain of title, festival/distribution materials, and film deliverables.