

PRE-PRODUCTION VIDEO CHECKLIST

Production name & production style (news, corporate, documentary ?...) _____

Producer/Director name & contact information: _____

Video Editor name & contact: _____

Production date(s) _____ Call time & first location address: _____

- Location access issues ? Security procedures ? Parking restrictions, recommendations ?

Crew: DP _____ Additional cameras / shooters _____ Audio tech _____ Gaffer _____ Grip(s) _____
 PAs _____ Makeup _____ Prompter & operator _____ Script/continuity _____ Set decoration/design _____
 Drivers _____ Craft Services _____ Others _____ ?

Technical:

Number of cameras ? : _____ NTSC? PAL? Frame rate ? : 23.98 fps True 24 fps 29.97 fps

Special technical considerations ? _____

Camera(s): _____ Canon C300 w/ Zeiss Compact Primes lenses, Canon zooms, etc Recording preference: _____
 _____ Canon C300 Mark II 4K w/ Zeiss CP.2s, Canon zooms, etc Recording preference: _____
 _____ Panasonic 3700 P2 HD VariCam, w/ Fuji wide angle servo-zoom Recording preference: _____
 _____ other? (please specify exact model & recording specs)

Maximum number of people speaking on camera *within the same scene*: 1 2 3 4 5 or more ?

Video will be shot: Entirely indoors ? Outdoors ? (Is electricity available ?) Both ?
 Mixed lighting conditions ? (windows/flourescent/tungsten/sodium lighting locations anticipated ?)

Any camera moves anticipated ? (Dana dolly? drone? jib arm? crane? Hand-held gyro / Osmo? SteadiCam ?)

Additional production / location video, audio, lighting considerations ?:

Requested rentals (additional lights, green screen, production gear, etc...) or expendables (seamless, etc...) ?

Media Delivery:

_____ I will bring my own laptop & Mac-formatted external hard drive for media files Yes / No
 _____ I will bring my own laptop & Mac-formatted *backup* hard drive for media files Yes / No
 _____ I will bring my own CF, CFast or P2 cards, and do not require any media download on set Yes / No
 _____ I have an edit system that can handle P2 AVC-Intra 100 media files Yes / No
 _____ I need all P2 media converted to Quicktime files before delivery (H.264 ?, Pro Res ?...) Yes / No
 _____ Additional post-production considerations ?: