# YEAR 2 CINEMATOGRAPHY PRE-PRODUCTION CHECKLIST

**Production Title:** ________________________________  
**Prod. #:** ________________________________

**Production Dates:** ________________________________

**Producer:** ________________________________  
**Director:** ________________________________

**Director of Photography:** ________________________________  
**Cinematography Faculty Mentor:** ________________________________

**NOTE:** ALL WORK IS TO BE KEPT IN A 2” THREE-RING BINDER - USE LABELED DIVIDERS BETWEEN SECTIONS FOR EASE IN LOCATING SPECIFIC ITEMS. NOTEBOOK IS TO BE BROUGHT TO ALL MEETINGS. FAILURE TO SCHEDULE AND ATTEND THESE MEETINGS COULD RESULT IN YOUR PRODUCTION BEING CANCELLED OR POSTPONED.

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**TWO WEEKS PRIOR TO SHOOT**

**DATE:** ________________________________

*MEET WITH CINEMATOGRAPHY FACULTY MENTOR TWO WEEKS PRIOR TO SHOOT WITH THE FOLLOWING:*

1. □ EXAMPLE OF PHOTOGRAPHIC LOOK CONCEPT
2. □ SHOT LIST
3. □ CINEMATOGRAPHY LOCATION INFORMATION FORM
4. □ DIGITAL LOCATION STILLS
5. □ PRELIMINARY CREW LIST (CAMERA, GRIP, ELECTRIC)
6. □ EQUIPMENT REQUEST FORM – CAMERA/LIGHTING/GRIP/EXPENDABLES

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**ONE WEEK PRIOR TO SHOOT**

**DATE:** ________________________________

*MEET WITH CINEMATOGRAPHY FACULTY MENTOR ONE WEEK PRIOR TO SHOOT WITH THE FOLLOWING:*

1. □ FINAL SCOUT WITH FACULTY MENTOR
2. □ FINAL CREW LIST

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**Cinematography Faculty Signature**  
**Date**