

YEAR 4 CINEMATOGRAPHY PRE-PRODUCTION CHECKLIST

Production Title: _____ Prod. #: _____
Production Dates: _____
Producer: _____ Director: _____
Director of Photography: _____
Cinematography Faculty Mentor: _____

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.

THREE WEEKS PRIOR TO SHOOT

DATE: _____

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

1. EXAMPLE OF PHOTOGRAPHIC LOOK CONCEPT
 2. SCRIPT WITH SCENE NUMBERS
 3. SHOT LIST
 4. CINEMATOGRAPHY LOCATION INFORMATION FORM
 5. LOCATION STILLS
 6. PRELIMINARY CREW CONTACT LIST
 7. FILM STOCK REQUISITION
 8. ELECTRICAL TIE-IN AUTHORIZATION (IF APPLICABLE)
 9. CAMERA RIGGING AUTHORIZATION (IF APPLICABLE)
 10. EQUIPMENT REQUEST - FOR PHOTO TEST
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TWO WEEKS PRIOR TO SHOOT

DATE: _____

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

1. FINAL SCOUT WITH FACULTY MENTOR - ALL LOCATIONS / STAGES
2. LIGHTING DIAGRAM
3. POWER - BREAKER BOX LOCATION & DISTRIBUTION DIAGRAM
4. EQUIPMENT REQUEST LIST - CAMERA / LIGHTING / GRIP / EXPENDABLES
5. FINAL CREW LIST

Cinematography Faculty Signature

Date