

**YEAR 3 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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***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.  SPECIAL 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

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Cinematography Faculty Signature

Date