



# Pre-Production Check List

**Scope:**

Available budget: \_\_\_\_\_

Estimated Length: \_\_\_\_\_

Type of Production:

- Narration over footage
- Narration over animation/stock footage
- On Camera Talent/narrator over footage
- Music Video
- Seminar
- Seminar with PowerPoint/Graphics
- Seminar with Audience Participation
- Live Event [multiple cameras etc.]

Comments: \_\_\_\_\_

---



**Subject:**

- Demonstration
- Sales training
- Sales presentation
- Marketing
- Process demonstration
- News release
- Internal training
- Commercial

**Scripting:**

- Scriptwriter assigned \_\_\_\_\_
- Research needed, sources provided
- Script review and due dates \_\_\_/\_\_\_ , \_\_\_/\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Locations:**

[ ] Total number of locations

1. \_\_\_\_\_

Access: [ ] Yes [ ] No [ ] Easy [ ] Hard

Power: [ ] Yes [ ] No [ ] Easy [ ] Hard

Lighting: [ ] Yes [ ] No [ ] Easy [ ] Hard

Noise: [ ] Yes [ ] No [ ] Easy [ ] Hard

Controllable: [ ] Yes [ ] No [ ] Easy [ ] Hard

2. \_\_\_\_\_

Access: [ ] Yes [ ] No [ ] Easy [ ] Hard

Power: [ ] Yes [ ] No [ ] Easy [ ] Hard

Lighting: [ ] Yes [ ] No [ ] Easy [ ] Hard

Noise: [ ] Yes [ ] No [ ] Easy [ ] Hard

Controllable: [ ] Yes [ ] No [ ] Easy [ ] Hard

3. \_\_\_\_\_

Access: [ ] Yes [ ] No [ ] Easy [ ] Hard

Power: [ ] Yes [ ] No [ ] Easy [ ] Hard



Lighting:  Yes  No  Easy  Hard

Noise:  Yes  No  Easy  Hard

Controllable:  Yes  No  Easy  Hard

4. \_\_\_\_\_

Access:  Yes  No  Easy  Hard

Power:  Yes  No  Easy  Hard

Lighting:  Yes  No  Easy  Hard

Noise:  Yes  No  Easy  Hard

Controllable:  Yes  No  Easy  Hard

**Talent:**

- a. On camera
- b. Narration
- c. Interviews
- d. Demonstration
- e. Background
- f. Special



**Crew:**

- 1. Camera \_\_\_\_\_
- 2. Sound \_\_\_\_\_
- 3. Lighting \_\_\_\_\_
- 4. Assistant \_\_\_\_\_
- 5. Make-up \_\_\_\_\_
- 6. Other: \_\_\_\_\_

**Post-Production Items**

- 1. Any on screen graphics needed for shoot?  
[ ] Yes [ ] No
- 2. Any designs or graphics needed for shoot?  
[ ] Yes [ ] No
- 3. HD [ ] 4k [ ] 29.97 [ ] 24 [ ] sLog [ ]

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

