**Filming day guide and checklist**

Below are some useful questions to ask yourself when preparing for your filming day. Not all will be applicable, but they will ensure you have covered all bases in the lead up to your filming day(s).

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| **Logistics** *(Where applicable):* |
| Has the supplier sent you through the relevant pre-production documentation? | 🞎 |
| Has the schedule and running order been signed off? | 🞎 |
| Have any prepared scripts been approved and signed off? | 🞎 |
| Has the schedule been shared with the relevant participants? | 🞎 |
| Has the supplier confirmed their attendance on the agreed dates? | 🞎 |
| Has someone been briefed to replace you in the event of lateness or absence? | 🞎 |
| Have any supporting colleagues been given clear roles and responsibilities? | 🞎 |
| In the event the arranged filming cannot take place, is there an alternative productive use of the available filming day? | 🞎 |
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| **Location** *(Where applicable):* |
| Have all your locations been confirmed and scheduled? | 🞎 |
| Have you checked the weather of any outdoor locations? | 🞎 |
| Have you arranged weather-contingent backup locations? | 🞎 |
| Are there any events or unforeseen hazards that may impact your plans? | 🞎 |
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| **Actors/Talent** *(Where applicable):* |
| Have actors/talent been arranged, briefed and scheduled? | 🞎 |
| Have actors/talent confirmed attendance? | 🞎 |
| Have you got backup talent on standby? | 🞎 |
| If filming for a whole day, has an appropriate lunch break been scheduled with food options available nearby for your actors/talent? | 🞎 |
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Use the below checklist to make sure you have all the necessary documentation and information for your filming day(s). This list is not exhaustive but covers the essentials.

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| **Pre-production documentation** *(To print):* |
| Schedule | 🞎 |
| Call sheet | 🞎 |
| Shot list | 🞎 |
| Running order | 🞎 |
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| **Other relevant documentation** *(To print):* |
| GDPR-compliant Image release form (*(As many copies as required)* | 🞎 |
| Scripts *(At least two copies)* | 🞎 |
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| **Contact details** *(Phone number and email address)* |
| Production team *(Arranged by the supplier)* | The team present on the day who will be filming your video eg Director/Producer | 🞎 |
| Video supplier *(Office)* | A contact in the video supplier office should there be any issues contacting the on-site production team | 🞎 |
| Actors/Talent | The subjects of your film. Include details for any backup talent in the event of cancellations. | 🞎 |
| Estates | In case any plans change requiring you to film in a previously unspecified area of campus. | 🞎 |
| Location contacts | Location-based contacts within faculty who have granted you access to film | 🞎 |
| Supporting colleagues | Any colleagues or team members who will be supporting you on the filming days. | 🞎 |
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| **Items to bring** *(Where applicable):* |
| Notepad and pen | *Notetaking.* | 🞎 |
| Phone | *For directions and contacting team.* | 🞎 |
| Cash/Credit Card | *To pay for transport/food.* | 🞎 |
| A list of any last-minute questions for the production team | *All questions are in one place and easy to check in on as soon as you arrive on set.* | 🞎 |
| Clipboard | *So that any actors/talent can sign GDPR-compliant image release forms.* | 🞎 |
| University ID card | *For identification purposes when filming on-location.* | 🞎 |
| Props | *Any props required for the filming including branded items.* | 🞎 |
| Branded clothing | *Branded clothing for talent to wear if applicable.* | 🞎 |
| Food and Water *(Healthy easy-to-grab snacks are ideal)* | *Filming days can often be long and energy-consuming, it’s therefore important to top yourself up.* | 🞎 |
| Umbrella *(At least two)* | *In case of adverse weather conditions. One for yourself and another for your talent.* | 🞎 |
| Lightweight warm jacket | *On colder days, especially if filming outside, this is crucial.* | 🞎 |
| Comfortable footwear | *Filming days can involve a lot of walking around campus, therefore comfortable footwear is a must.* | 🞎 |
| High-capacity USB stick *(128GB ideal)* | *Should there be any need to transfer any files on the filming day.* | 🞎 |
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