

Pre-Production Checklist- Assignment 31.3

Your Portfolio should include all of the following...

Individual Planning

- Include your brainstorm/Mind map (from your research pack)
- Include your final idea (from presentation)
- How you chose the final idea (short paragraph)
- Who your target audience is and what research told you this (Take from research pack)

Budget

- Budget table (breakdown of all production costs)

Time

- Shooting schedule and facilities Table

Personnel

- Call sheets
- Cast/Crew list

Location & Health and safety

- Location Recce
- Location checklist
- Risk Assessment Table

Copyright/Permission forms

- Copyright permission forms (If required)
- Consent to film

Other important Pre production documentation

- Prop/Costume Lists
- Script breakdown
- Assets list
- Event Forms
- Equipment Hire Forms
- Production Diary (to cover every day of your shoot) example below...

Production Diary-

Filming

Day 1- (20/03/2021) 15.09pm

Documentary introduction was filmed outside Coulsdon College. We filmed.... and... walking into the building introducing our documentary.

Day 2-

Editing

Day 1-(23/03/2021) 11.20am

Today I started editing my documentary- I have started editing the introduction of my documentary.

Day2-