

LOGISTICS + SHOOT CHECKLIST

Here is a checklist of some of the things a producer needs to consider at the shooting stage of documentary filmmaking.

LEGAL

- Agreements with crew members outlining duties, conditions and fees.
- Agreements with participants and interviewees.
- Agreements with owners of locations including insurance agreements.

SCHEDULING

- Schedule outlining the entire shoot period. The schedule may change several times during the shoot process in response to weather, availability of participants and other unforeseen circumstances.
- Call sheets for each day of the shoot. These tell crew and participants what time they are expected on location and also give directions to the location.

CAMERA DEPARTMENT

- Camera equipment list. It is important to check off all items of equipment and test that all the equipment is working before leaving the production office.
- Lighting equipment. It is important to check off and test all items of equipment before leaving the production office.
- Sound equipment. It is important to test and check off all items of equipment before leaving the production office.
- Video Tape and film

GENERAL LOGISTICS

- Contact list including names, addresses and contact details for everyone involved in the shoot including equipment hire companies.
- First aid kit
- Petty cash. Needed to pay for small-unforeseen items on location.
- Emergency contact numbers
- Coffee and tea
- Catering plan. What will the crew eat? Will the shoot be catered or will the producer supply per diems so the crew can buy their own food. Is there a café or somewhere to order lunch near the location?
- General stationery such as business cards, paper, laptop and printer.