# Field Video Production Plan

**PRE-PRODUCTION PLANNING**

<table>
<thead>
<tr>
<th>Type of camera(s)</th>
<th>iPad Mini</th>
<th>Sony NX5U</th>
<th>Canon C-100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of microphone(s)</td>
<td>Wired Lavalier</td>
<td>Wired Handheld</td>
<td>Wired Shotgun</td>
</tr>
</tbody>
</table>

**Additional Equipment**

List any miscellaneous items needed.

**Location(s)**

*Did I survey the location(s)?*

**Subject(s)**

*Who or what am I filming?*

**Topic(s)/Questions**

**List of b-roll**

**Crew Support**

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# Field/Mobile Production Checklist

## Equipment
- Video Camera or Device
- Charged Camera / Mobile Battery
- Extension Cord / Battery Charger
- Tripod w/ plate (coin for attachment)
- Microphones
- XLR cable
- Headphones
- Batteries for microphone (if applicable)
- Recording Media
- Video Light
- Battery for Video Light
- Rundown / Script / Storyboard
- Shot List
- Props / Costume

## Camera & Tripod Operation
- Is my subject in focus? Did I perform a critical focus?
- Do I have enough storage for recording my project?
- Is my tripod quick-release plate attached securely to the camera? (need a coin)
- Is my tripod level?
- Have I obtained an adequate amount of b-roll?

## Sound
- Is there too much background noise?
  - Can I reduce the background noise?
- Is the lavaliere or handheld microphone positioned properly? Are the speaker’s voices clear?
- Did I do a mic check with all speakers before recording?
- Am I wearing headphones to ensure I hear any unwanted noises?
- Are microphone cables visible in my shot?
- Can I see the shadow from the boom mic in my shot?

## Lighting
- Is there enough light to illuminate my shot?
- Is there too much light on my subject? Have I turned on zebra to examine over exposure?
- Is the light shining on my subject causing visible shadows?

## Legal
- Talent Release Forms
- Location Release Forms
- Location Permits

## Notes

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