



Video shoot checklist

Go through it the night before and again before you hit record.

Project: _____ Date: _____ Page: _____

THE NIGHT BEFORE

- ☐ Batteries charged (camera, mics, lights, phone)
- ☐ Cards empty and formatted in the camera
- ☐ Script, outline or shot list printed
- ☐ Lenses clean
- ☐ Tripod, gimbal and quick-release plates
- ☐ Cables, adapters and headphones
- ☐ Location and talent releases signed or ready

WHEN YOU ARRIVE

- ☐ Listen to the place for 10 seconds: noises to switch off
- ☐ Find the light: windows, shadows, mixed color temperatures
- ☐ Set up a background with depth
- ☐ Decide the axis of action (180° line)

CAMERA

- ☐ Resolution and frame rate to match the timeline
- ☐ Shutter at twice the frame rate (1/50 at 24/25 fps, 1/60 at 30 fps)
- ☐ White balance locked, in kelvin
- ☐ Color profile chosen
- ☐ Manual exposure checked with zebras or histogram
- ☐ Focus: mode and area
- ☐ Stabilization to suit the rig

SOUND

- ☐ Mic close to the mouth, cable hidden
- ☐ Levels: peaks between -12 and -6 dBFS
- ☐ Headphones on
- ☐ Backup internal recording turned on
- ☐ Clap at the start if audio is recorded separately
- ☐ 30 seconds of room tone at the end

WHEN YOU FINISH

- ☐ B-roll recorded (hands, location, details)
- ☐ Continuity photos if there are more shoot days
- ☐ Copy cards to two drives before formatting
- ☐ Check that the copies open