



Manhattan Neighborhood Network

Field Video Production Plan

PRE-PRODUCTION PLANNING	
Type of camera(s)	<input type="checkbox"/> iPad Mini <input type="checkbox"/> Sony NX5U <input type="checkbox"/> Canon C-100
Type of microphone(s)	<input type="checkbox"/> Wired Lavalier <input type="checkbox"/> Wired Handheld <input type="checkbox"/> Wired Shotgun <input type="checkbox"/> Wireless Microphone Set (NX5U & C-100 only)
Additional Equipment <i>List any miscellaneous items needed.</i>	
Location(s) <i>Did I survey the location(s)?</i>	
Subject(s) <i>Who or what am I filming?</i>	
Topic(s)/Questions	
List of b-roll	
Crew Support	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

Field/Mobile Production Checklist

Production Title _____

Production Date & Time _____

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

Sound

- Is there too much background noise?
Can I reduce the background noise?
- Is the lavalier 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?

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?

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 _____
