

# Pre-Production Scope Of Work

Date: \_\_\_\_\_ D.I.T. \_\_\_\_\_

## Production

Client: \_\_\_\_\_, Production: \_\_\_\_\_, Job Number: \_\_\_\_\_

Prep Date: \_\_\_\_\_, Day One: \_\_\_\_\_, Shoot Days: \_\_\_\_\_, Final Asset Delivery: \_\_\_\_\_

UPM Contact: \_\_\_\_\_, Prod. Office#: \_\_\_\_\_

Post Contact: \_\_\_\_\_, Phone#: \_\_\_\_\_, Call Sheet: Y / N

Additional Notes: \_\_\_\_\_

## Deliverables

Dailies Specs:

Required? Y / N, Size: 1080 / 720 / Other \_\_\_\_\_, Format: \_\_\_\_\_, Aspect Ratio: \_\_\_\_\_:

Distributed via: \_\_\_\_\_

Timing of Delivery: \_\_\_\_\_

Editorial Specs:

ProRes 422 / HQ / LT, Size: \_\_\_\_\_ x \_\_\_\_\_

DNxHD \_\_\_\_\_ (bit rate), Size: \_\_\_\_\_ x \_\_\_\_\_

Distributed via: \_\_\_\_\_

Timing of Delivery: \_\_\_\_\_

Sound Sync: Y / N, Format of sound delivery: \_\_\_\_\_, Film-break at \_\_\_\_\_.

Sound Mixer contact: \_\_\_\_\_

# of Backups : \_\_\_\_\_, Format: \_\_\_\_\_, Checksum: MD5 / SHA256 / other \_\_\_\_\_

Drives provided by production: \_\_\_\_\_ Connection type: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Camera Package**

DoP: \_\_\_\_\_ Phone #: \_\_\_\_\_ AC (for media hand-off): \_\_\_\_\_

Camera A: \_\_\_\_\_ Media Type: \_\_\_\_\_ Capacity: \_\_\_\_\_ Qty: \_\_\_\_\_ Codec: \_\_\_\_\_

Camera B: \_\_\_\_\_ Media Type: \_\_\_\_\_ Capacity: \_\_\_\_\_ Qty: \_\_\_\_\_ Codec: \_\_\_\_\_

Camera C: \_\_\_\_\_ Media Type: \_\_\_\_\_ Capacity: \_\_\_\_\_ Qty: \_\_\_\_\_ Codec: \_\_\_\_\_

Card reader provided by camera dept: Y N Connection type: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Video Assist**

VTR operator: \_\_\_\_\_ Contact Info \_\_\_\_\_

VTR feed to DIT?: Y / N Format for delivery: HD-SDI / SD-SDI / Wireless / Other \_\_\_\_\_

Notes: \_\_\_\_\_

**General Notes** *(additional services or equipment that will be provided)*


The above information represents an agreement for the scope and specifics of services between the production and the DIT. Changes to this agreement may incur additional charges and fees.

\_\_\_\_\_  
D.I.T or representative (sign)\_\_\_\_\_  
UPM or production representative (sign)\_\_\_\_\_  
Print name\_\_\_\_\_  
Print name\_\_\_\_\_  
Date\_\_\_\_\_  
Date