

# Pre Production Check-List

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

Client: \_\_\_\_\_ Production: \_\_\_\_\_ Call sheet: Y N

Prep Date: \_\_\_\_\_ Day 1: \_\_\_\_\_ Shoot Days: \_\_\_\_\_ Final Asset Delivery: \_\_\_\_\_

UPM: \_\_\_\_\_ Phone #: \_\_\_\_\_ Prod. Office #: \_\_\_\_\_

Post Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

## Delivery Specs:

Dailies: Y N Raster: 1080 720 \_\_\_\_\_ Notes: \_\_\_\_\_

Edit delivery: ProRes 422 HQ LT DNxHD \_\_\_\_\_ (note bit rate) Sound Sync: Y N

Backups required : \_\_\_\_\_ LTO format: 4 5 6 Checksum: MD5 SHA256 \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

## Camera Package:

DoP: \_\_\_\_\_ Phone #: \_\_\_\_\_ Media Handoff AC: \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_

**Video Assist:**

VTR operator: \_\_\_\_\_ Phone# \_\_\_\_\_

DoP requires VTR feed by DIT: Y N

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

We the undersigned agree to the information and services outlined in the above document and agree that this is the work and scope of work being contracted for. Changes to services and/or scope of work may incur additional charges and fees.

\_\_\_\_\_  
D.I.T or representative (sign)

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

\_\_\_\_\_  
UPM or production representative (sign)

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date