

### **Video Production Checklist**

| <b>S/N</b> | <b>Description</b>                                | <b>✓/✗</b> |
|------------|---|------------|
| 1          | Talent hunt completed / resource identified       |            |
| 2          | Consent sought (local administration and farmers) |            |
| 3          | Site selection                                    |            |
| 4          | Pre-visualization done                            |            |
| 5          | Video production time confirmed                   |            |
| 6          | Informed relevant people                          |            |
| 7          | Approved storyboard available                     |            |
| 8          | Video camera battery charged                      |            |
| 9          | Video camera memory empty                         |            |
| 10         | Tripod working                                    |            |
| 11         | Headphone working                                 |            |
| 12         | Microphone with muffler / fuzzy available         |            |
| 13         | Extra batteries for microphone available          |            |
| 14         | Mixer available and working                       |            |
| 15         | Reflector available                               |            |
| 16         | Diffuser available                                |            |
| 17         | Logistics and transport arranged                  |            |
| 18         | Security and crowd control arranged               |            |
| 19         |   |            |
| 20         |   |            |