

# Location Video Checklist

- Send Call Sheet:** arranges the contacts and logistics for the shoot
- Confirm Call Time: the time that the crew arrives.
- Confirm Shoot Time: the time that the event/ shoot begins.
- Confirm Wrap Time: end of shoot. The crew will need 45min – 1 hour to load out.
- Confirm Crew Contact: the on site contact that the crew will answer to and ask if they have any questions.
- Hierarchy: notify the crew who the client, end client, interviewee and any admins involved in the shoot
- Confirm Building Logistics:**
- Security: does the building need the crew names in advance?
- Loading In/ Out: where should the crew load in/ out?
- If you are doing a webcast the room must have a T1 line or faster.
- Deliverable**
- Where/ to whom should the media be delivered?
- What type of media is the client expecting?