**[Your company / name of shoot]**

We recommend completing this doc for each production day. This document includes: shot list schedule; B roll list; schedule timeframe.

|  |  |
| --- | --- |
| **Dates** |  |
| **Location** |   |
| **Key contacts** |   |
| **Talent** |  |
| **Overview** | [What are the videos to be filmed on the day? Rough duration, example videos, number if videos etc …]Video 1:Video 2:Video 3: |

**[Example template data for project with multiple videos]**

**About the questions:** The stated questions are not necessarily used in the video audio. These questions are mainly prompts to make sure the audio captures all the necessary talking points or content.

**About the answers:** The answers to the questions are very effective when they reiterate the question e.g. Q‘ How did the day start for you?’ A ‘The day started for me like any other …’

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Video name** | **Name of talent/speaker** | **List of questions** | **Talking points (answers)** | **Shot list (footage)** | **Additional comments** |
| Acknowledgement / thank-you video | **SIMON** | * What do you love about your job?
* What is it about your job that gives you the most satisfaction?

Etc … | * Customer service is a two-way street when it comes to satisfaction
* The importance of professional development
 | * 6am pre-start footage
* People leaving prestart
* Vehicles moving away
* Tagboard
 |  |
| Work xmas party/celebration video | **JOHN** | * What milestones were achieved this year?
* Did any staff receive special commendations this year?

Etc… | * Talk to the milestones and why they were important for a successful year
* Name the staff who excelled in their work to reach the milestone(s)
* Describe the year to date for the business and why celebrating Christmas this year is so important.
 | * Underground
* Driving loader
* Stepping out of vehicle
* Landing on ground
* Ground conditions, rocks
* ‘Artistic’ recreation of events, following the trajectory of incident without necessarily featuring John
* LV out of decline
* External shot of venue
* Staff arriving
* Evening lights
 |  |
| Safety video | **CLARA** | * How did the day start for you?
* What task were you doing that lead to the accident?

Etc … | * Day started just like any other
* Tripped on handrail and fell
* Fell from standing height of XX
* Landed on arm, broke arm
* Alerted Supervisor.
 | * Clara arriving at work and kitting up to start.
* Standing on ground looking up to the top of loader
 |  |

**Additional B-Roll**

* Drone footage of trucks
* Driving into DR site, include site signage, dusty road
* People mingling (if willing to sign off talent release)
* Machinery and vehicles in and out of portal

**Filming Time frame example for multiple-day shoot**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** |
| **6 am** |  | **Pre-start footage –** | **Extra Pre-start footage –** |
| **AS – BNE > ISA 0625-0900** | **Interview –** ST**Interview –** Nurse**Footage –** ST and nurse interacting | **B-Roll Footage** |
| **7** |
| **8** |
| **9** |
| **AS – ISA > CNJ 0930-1000** |
| **10** | **CNJ > DR LV002**NJ to pick up AS from airport | **Interview** – TA |
| **11** | **Meet & greet – ME, NJ, AS** |
| **Site Induction** |
| **12 pm** | **Lunch** | **Lunch** | **Lunch** |
| **1** | **Underground Induction** | **Underground Filming –** ME, NJ, AS, ST**Footage –** ME and ST interacting**Interview -** ME | **Prepare for departure** - AS |
| **2** | **Tour of site and village –** NJ, ASScope out potential interview locations and B roll locations |
| **DR > CNJ LV002** |
| **3** |
| **4** |
| **AS - CNJ > ISA 1650-1720** |
| **5** |
| **6** | **Observe pre-start –** B – AS, ME | **AS – escorted to village for the night** |
| **AS - ISA > BNE 1855-2105** |
| **7 pm** | **AS – escorted to village**Check into room and have dinner |