

[Your company / name of shoot]

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 or single video projects.]

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
Acknowledge ment / thank-you video	SIMON	<ul style="list-style-type: none"> • What do you love about your job? • What is it about your job that gives you the most satisfaction? Etc ...	<ul style="list-style-type: none"> • Customer service is a two-way street when it comes to satisfaction • The importance of professional development 	<ul style="list-style-type: none"> • 6am pre-start footage • People leaving prestart • Vehicles moving away • Tagboard 	
Work xmas party/celebration video	JOHN	<ul style="list-style-type: none"> • What milestones were achieved this year? • Did any staff receive special commendations this year? Etc...	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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 	

				<ul style="list-style-type: none"> • External shot of venue • Staff arriving • Evening lights 	
Safety video	CLARA	<ul style="list-style-type: none"> • How did the day start for you? • What task were you doing that lead to the accident? Etc ... 	<ul style="list-style-type: none"> • Day started just like any other • Tripped on handrail and fell • Fell from standing height of XX • Landed on arm, broke arm • Alerted Supervisor. 	<ul style="list-style-type: none"> • 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 –
7	AS – BNE > ISA 0625-0900	Interview – ST	B-Roll Footage
8			
9			
10	AS – ISA > CNJ 0930-1000	Footage – ST and nurse interacting	Interview – TA
11	CNJ > DR LV002 NJ to pick up AS from airport		
	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, AS		DR > CNJ LV002
3	Scope out potential interview locations and B roll locations		AS - CNJ > ISA 1650-1720
4			
5			
6			
7 pm	AS – escorted to village Check into room and have dinner		