

Preparation Checklist for Film Shoot



1. **Film Location: Please ensure that premises are looking their best, are safe and the requisite power supply is provided**
 - Removing bins, general clutter, calendars, posters etc.
 - Remove personal items (employees often personalise their workspace in open plan offices, these may not be what you wish to portray).
 - Shooting in warehouses and manufacturing facilities represent a myriad of challenges that you are best placed to foresee. Please ensure the location is safe with reasonable clear access and a fire escape route
 - Floor space should be cleared before the team arrives (Contrast Design cannot accept any liability for any damages incurred as a result of handling/clearing the rooms or space)
 - Ensure there are at least two separate 240V power outlets to plug equipment into. These sockets must be safe, secure and in good working order

2. **Film Subject Matter: Please ensure that individuals are aware of filming taking place and their role for the day**
 - If anything exciting or unusual is happening at the premises on the film day and you would like it filmed, ensure that the crew have been notified and are reminded 5 minutes before it takes place so that the event/activity is captured well.
 - Ensure that you do a walkthrough of the shooting location and ensure that employees prepare for the day of shooting.
 - Individuals that are not used to being on film can take some time to get comfortable in front of a camera and it may be beneficial to practise before the day of the shoot. See separate tips below.

3. **Film Day Support:** The crew should have a single contact available all day to help instruct staff as required. To get the maximum out of the shoot it's beneficial if any staff that are required to help / act are in place and ready to go when required / their assistance is requested.

4. **Time Limitations:** Any introductions and walk arounds should be done as quickly as possible. Staff tend to get excited about talking to the crew and whilst this is nice, you are paying for the day and to get the most out of the shoot staff should be cognitive that the focus should be on the filming.

Here are a few pointers to help improve posture, appearance and delivery if you are being filmed.

Content

- The film crew may provide ques and ask questions in an interview style however the film will be edited with the interviewers voice removed, and therefore it is important to incorporate the question into the filmed response so that the response can be used on its own

Positioning

- Don't look at the camera unless told to
- Try not to rock back and forth too much if talking
- Avoid standing with your arms crossed; this may make you look angry/defensive
- If staff are in the background, they should totally ignore the camera. The most frequent problem is a staff member notices they are in the background then try to duck out of shot and kill the shot. They should carry on as normal

Clothing & Appearance

- Do not wear anything with tight stripes such as stripy shirts/blouses

Mobile Phones

- You guessed it... Turn it off! Even if it's on silent, the radio waves from your mobile can interfere with our radio microphones if we are recording sound.

Most importantly don't panic or worry, it's not live TV