

✔ Video Shoot Office Prep Checklist ✔

Access to the Property

- Get approval from building owner or facilities manager if property is leased
- Let your production company know if a certificate of insurance is needed
- Determine if there are any union regulations
- Notify building security in advance and find out if they require a list of crew members
- Have keycards or other access ready for crew members
- If a staffer is assigned as an escort, make sure they have two keycards available
- Set aside adequate parking for crew and trucks that will be clearly marked on the day of the shoot
- Prepare for easy equipment access to loading dock, elevators, or warehouse

Contact Information List for Fast Resolutions

- Building manager or facilities manager
- Maintenance
- Administrative contacts for locating key people, reserving rooms, help with ordering lunch, etc.
(make sure these people will be available on shoot days)

Shooting Locations

- Create a short list of potential shooting locations
- Advise your producer of any areas or products that must be completely avoided
- Choose larger areas with elbow room for crew, cameras and lighting, such as a conference room
- Choose areas away from heavy use or traffic
- Make sure the area has easy access to a large room for equipment, wardrobe, etc.
- Advise your producer about anything you'd like the camera to avoid due to confidentiality, intellectual property, etc.

Logistics

- Decide what products or company-owned props may be needed
- Coordinate with your producer about getting everything needed to the location before the shoot
- If your product needs to be built or displayed, have that ready before shoot day
- Give the producer a list of lunchtime eateries that will deliver

Communication

- Let coworkers know what will be happening
- If employees are needed to be extras or background for the shoot, ask for volunteers ahead of time