

# Camera Prep Checklist

DIGITAL EDITION (LONG FORM)

Version 4.0

PRODUCTION TITLE:
VENDOR/SUPPLIER DETAILS:
DIRECTOR OF PHOTOGRAPHY:
FOCUS PULLER:

GENERAL HOUSEKEEPING		
1st AC	Check equipment list from Rental House against the DOP's list - flag any discrepancies	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Confirm all equipment has arrived, and arrival time of equipment that is not there	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Log all equipment into an Equipment Log, including Serial Numbers, damages, etc	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Photograph all boxes with their contents and condition	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Collect Camera Consumables. Confirm the order is correct	<input type="checkbox"/> <input type="checkbox"/>

LENSES		
1st AC	Do all lenses have the correct mounts for the camera? Are adapters required?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Ensure all lenses secure onto the camera mount and that the gears move smoothly	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Check all lenses on a projector - are the distance markings correct? Do they need shimming?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Do the lens circles cover the shooting format? (Check vignetting on wider lenses)	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Does the zoom track smoothly through out the lens?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Does the pentafinder have the correct aspect ratio ground glass markings? Is it clean and dust-free?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Does the pentafinder have the correct lens mount? Is an adapter required?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Does a lens secure to the front of the pentafinder securely?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Do long lenses/zoom lenses have the correct size rods, base plates and lens supports?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Check front and rear elements are clear of scratches. Note cosmetic scratches and alert the rental house	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Create weatherproof lens cheat sheets - stick to the camera, pentafinder, LCS, notepad, etc.	<input type="checkbox"/> <input type="checkbox"/>

CAMERA BODY		
1st AC	BASE PLATES - do they secure/lock properly? Are the carry handle and installed plates secure?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	BASE PLATES - do you have the correct mounts? Do you need additional plates for specific builds?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	LENS MOUNT - is the camera the correct mount for all lenses? Is an adapter required?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	LENS MOUNT - does the LDS work correctly? Does the mount lock securely?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	LENS MOUNT - check the flange depth/back focus of the camera. Does it need shimming?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	SENSOR - is it clean and dust-free? Are there any dead pixels?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	BODY - is there any cosmetic damage? Does it power up without errors? Do the fans run properly?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	BODY - do all Record/REC buttons work properly?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	FIRMWARE - does the camera have the most up-to-date firmware installed?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	LICENCES - are the correct licences installed that are required for the job? (e.g. Anamorphic, High Speed, RAW)	<input type="checkbox"/> <input type="checkbox"/>
1st AC	BTL FILTERS - do all the internal filters move properly? Are they clean?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	PORTS - do all SDI video ports work properly? Do all power ports work properly?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	TIMECODE - does the TC port work properly? Does the camera hold Timecode without drift?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	LENS RODS - do you have the correct length 15mm/19mm rods for the lenses?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	EVF - does the EVF bracket adjust and hold securely? Does the VEB extension hold securely?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	EVF - is the EVF clear of scratches and clean?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	EVF - adjust the dioptre to the operator's eye and mark the position	<input type="checkbox"/> <input type="checkbox"/>
1st AC	EVF - is there an VEB (Viewfinder Extension Bracket) and eyepiece leveller included? Does it fit securely?	<input type="checkbox"/> <input type="checkbox"/>

CAMERA SETTINGS		
1st AC	Confirm the Shooting Settings with the DOP & DIT (base FPS, Shutter, Resolution, etc) and load into camera	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Assign a Camera ID and label the cameras accordingly	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Assign User Buttons and label their functions on the side of the camera	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Build frame lines for the chosen aspect ratio, tailored to the DOP/Operator's preferences	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Confirm that the Sensor settings have not been altered and are correct for the job	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Set an appropriate Voltage Warning in the Power settings	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Enter the production metadata into the camera	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Does the camera enter High Speed mode without any errors? What is the highest framerate of the camera?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Does the camera correctly squeeze/desqueeze images?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Log the base shooting settings in the camera sheets tin	<input type="checkbox"/> <input type="checkbox"/>

MEDIA		
1st AC	Do you have the correct card type(s) for the camera?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC / DIT	Do you have enough cards, and the correct size cards for the job?	<input type="checkbox"/> <input type="checkbox"/>
1st AC / DIT	Do all cards function properly? (Load, record, run in base FPS, run in High Speed, playback, format)	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Label each card with a drywipe area and magazine serial number	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Collate the cards into a central media box and ensure they fit without too much moving around	<input type="checkbox"/> <input type="checkbox"/>
DIT	Does the camera kit come with the correct card reader(s) and cable(s)?	<input type="checkbox"/> <input type="checkbox"/>
1st AC / DIT	Shoot a test and download the footage. Confirm the correct settings and metadata is installed.	<input type="checkbox"/> <input type="checkbox"/>

POWER		
2nd AC	Do you have the correct batteries for the mounts on the camera and monitors?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Do you have enough batteries and power cables for all equipment for the job requirements?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Do you have enough chargers for all batteries?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Check each battery with a volt meter. Do they all read the correct voltage? Is the pin polarity correct?	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Do all the batteries charge and discharge properly?	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Label all batteries with "# xx of xx"	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Set up a charging station on the Camera Truck	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Create battery storage boxes/bags for charged and dead batteries	<input type="checkbox"/> <input type="checkbox"/>

FOCUS ACCESSORIES		
1st AC	Does the manual follow focus move the lenses smoothly? Does it have minimal "play"?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Does the manual follow focus come with the correct size accessories & gears?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Does the wireless follow focus work without fault, and at distance? Set an appropriate wireless channel	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Do the follow focuses come with the correct pitch/width gears for the lenses you have?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Does the Remote Start (RS) function properly on the wireless follow focus?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Mark up wireless follow focus rings for each lens, or input the lens data for pre-marked rings	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Tidy all follow focus accessories into relevant pouches, bags or boxes so they are safe to travel	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Does the microforce/zoom control work correctly? (Power, calibrate, run smoothly at all speeds, no drift)	<input type="checkbox"/> <input type="checkbox"/>

CAMERA ELECTRONIC ACCESSORIES		
1st AC	Does the Cinetape/CineRT function properly?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Do you have the correct interface cables for Cinetape/CineRT readout on the wireless follow focus?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Does the L-CUBE power and work correctly? Ensure you have spare cables	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Perform a factory reset on the Teradek systems and pair the correct TX and RX modules	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Check the country wireless settings and legal frequencies of the Teradek	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Does the Teradek work properly at distance without breakup?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC/Trainee	Do you have the correct mounts and cables for the Teradek modules?	<input type="checkbox"/> <input type="checkbox"/>

MATTE BOXES		
1st AC/2nd AC	Do you have the correct size matte boxes for the camera and lenses?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Do the matte boxes come with the correct size trays for the filters you have?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Does the studio matte box secure properly to the rods? Does it swing away properly?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Does the studio matte box tilting function work correctly and smoothly?	<input type="checkbox"/> <input type="checkbox"/>
1st AC/2nd AC	Do you have the correct size donuts for the lens front diameters?	<input type="checkbox"/> <input type="checkbox"/>
1st AC/2nd AC	Do all hard mattes and chops secure to the studio matte box correctly?	<input type="checkbox"/> <input type="checkbox"/>
1st AC/2nd AC	Does the lightweight matte box secure to the front of the lenses securely?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Do you have the correct size LMB backing plate(s) for the lens front diameter(s)?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Fix Velcro to the SMB and LMB for filter tabs and additional flags and chops	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Unscrew the matte box shades and replace with Velcro	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Do any matte boxes vignette on wider focal length lenses?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Is an alternative matte box required for specific lenses (e.g. LMB6 for wide-angle primes)?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	If so, ensure that it is added to the list with the relevant backing plates, donuts, filter sizes, etc	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Mark each hard matte with its suitable focal lengths for all matte boxes	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Are step-down trays required for some filters (e.g. PV size filters in a 6X6 matte box)?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Do the rotating and geared trays operate properly?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Do you require a tilting filter tray? Does it operate correctly?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Do the dioptres mount correctly into the SMB dioptre tray? Is there a retaining ring included in the kit?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Do the dioptres mount into the LMB with a dioptre tray?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Do the matte boxes all have a filter tray catcher? If not, make one from 1" camera tape	<input type="checkbox"/> <input type="checkbox"/>

FILTERS		
2nd AC	Are all filters clean and free of scratches/chips? Log any damages and alert the rental house	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Are all filters the correct size for the matte boxes and lenses? Are step-down trays required?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Do you have the relevant double-up filters for different sizes (e.g. a PV and 6X6 sized POLA)?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Do you have the relevant double-up filters for multiple cameras (e.g. 2x Sets of Black Satin)?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Do the rotating polariser/variable ND filters rotate properly and smoothly?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Is the "out" position correct on the rotating ND filter?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Is there at least one optical flat filter in the kit? Are additional O/F filters required for extreme stunts/weather?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Measure the stop-loss of each ND filter and confirm it is true to what it says (e.g. ND0.3 = 1 stop loss)	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Measure the green/magenta shift for each ND filter and list the differences	<input type="checkbox"/> <input type="checkbox"/>
1st AC/2nd AC	Measure/calculate the close focus of each lens with each dioptre and note the values	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Pack the filters into a location filters case for easy access. Clean the case with compressed air first	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Label filter positions inside the filters case	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Make filter tabs for each filter and stick inside the filters case	<input type="checkbox"/> <input type="checkbox"/>

MONITORING		
Trainee	Do all monitors power up properly? Does the mains (AC) and battery (DC) input work on each monitor?	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Are all monitors free of scratches and dead pixels?	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Calibrate all monitors to colour bars. Check aperture, backlight and white balance settings are the same	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Label each monitor with it's position (e.g. "A Camera Focus", "Checks Monitor")	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Label the director's monitors with the camera operator names (e.g. "A Camera - John")	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Do the Teradeks mount to and power from each monitor? Do you require adapter/breakout cables?	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Do you have enough BNCs for the job? Test they all work, and you have enough spares of good lengths	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Label all BNCs with their length/colour coding	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Do you have back-up plans if monitors go down or swap around?	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Does the playback device power up correctly?	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Is the playback device easy to use? Does the Script Supervisor know how to use it?	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Does the playback device auto-trigger with the Teradek? Is there a delay in the auto-trigger?	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Record a test clip and ensure it will play back	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Does the playback device have enough SSD drives, batteries, cables, power options, etc?	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Ensure the playback device is routed so that playback is available for who requires it	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Ensure all monitors have a primary and secondary power source (e.g. 1 = V-Lock Battery, 2 = Block Battery)	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Ensure all monitors have a primary and secondary video source (e.g. 1 = Teradek, 2 = BNC drum)	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Ensure all monitors have sunshades that fit properly. Make some from correx or cardboard if required	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Tidy monitors into pouches, bags and boxes for safe travel	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Build a Video magliner, with 13"/17" monitors on top; batteries, small monitors, rigging equipment on the bottom	<input type="checkbox"/> <input type="checkbox"/>

BASIC GRIP EQUIPMENT		
Grip/1st AC	Do the tripod legs tighten securely? Do they lift and lower smoothly? Are the the correct mount (Moy/Bowl)?	<input type="checkbox"/> <input type="checkbox"/>
Grip/1st AC	Is there a set of spreaders with each set of legs? Do they fasten to the legs and lock in place?	<input type="checkbox"/> <input type="checkbox"/>
Grip/1st AC	Does the head mount to the legs securely? Does it pan and tilt smoothly?	<input type="checkbox"/> <input type="checkbox"/>
Grip/1st AC	Does the pan/tilt fluid and counter-balance work properly? Is it appropriate for the weight of the camera?	<input type="checkbox"/> <input type="checkbox"/>
Grip/1st AC	Note the counter balance level for a basic build size as well as for larger lenses, etc	<input type="checkbox"/> <input type="checkbox"/>
Grip/1st AC	Does the snap-plate lock securely without play?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Is there a front box bracket included with each head? Does it mount properly?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Do the handheld bars lock properly and fit onto the camera? Does the shoulder pad fit properly?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Pack the handheld bars and shoulder pad into a pouch	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Do you require a Mitchell/H Plate or RBQR for the magliner? Is it secure? Does the camera fit securely?	<input type="checkbox"/> <input type="checkbox"/>
Grip/1st AC	Is the Easyrig correct for the weight of the camera? Find the central balance point and mark the position	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Ensure the camera is well balanced for handheld/Steadicam operation	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Fix an eye bolt to the camera and Kong Frog Clip to the Easyrig	<input type="checkbox"/> <input type="checkbox"/>

CAMERA TRUCK/ROOM		
1st AC	Arrange collection time of the equipment/arrival time of the truck	<input type="checkbox"/> <input type="checkbox"/>
Driver/1st AC	Ensure the weight limit of the truck fits the camera package	<input type="checkbox"/> <input type="checkbox"/>
Driver	Do we have a Generator for location filming with the truck? Is it fuelled? Does it come with the correct cables?	<input type="checkbox"/> <input type="checkbox"/>
Driver/2nd AC	Does the camera truck have an appropriate work station, lighting, power, etc?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Sort consumables into storage boxes on the truck for easy access	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Pack the spares/empty cases into the truck	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Put together a filing system for the camera department paperwork. Make an In-an-Out book	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Ensure there are copies of dailies forms, timesheets, templates, schedule, equipment lists on the truck	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Set up a charging station on the camera truck. Are there enough plugs?	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Set up a coffee area/snacks tin, and ensure we have stock of coffee, water, milk, food, etc	<input type="checkbox"/> <input type="checkbox"/>
Trainee	Mark up a production calender with the first shoot block. Include shooting requirements (e.g. Steadicam, B Cam)	<input type="checkbox"/> <input type="checkbox"/>

OTHER IMPORTANT STUFF		
1st AC	Confirm Specific daily requirements (e.g. B Cam days, Steadicam) - is additional kit & crew booked?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Contact the Sound Mixer - do they require an audio scratch track/timecode box on the camera? Confirm framerate	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Underwater/Splashbags - Does the camera fit? Is it watertight/tested? Do you have Antifog/Rainex?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Does the Rain Deflector work correctly? Do you have Antifog/Rainex?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Build the camera in each build scenario to highlight any potential issues. Photograph the build for reference	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Do you have appropraite accessories for each build? Handheld, Dolly, Steadicam, Remote Head, Conventional	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Do you have enough magliners and carts for the equipment? Are they suitable for the locations?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Are all magliner trays un-bent and clean? Do the wheels run smoothly? Do the brakes lock? Are the tyres pumped?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Set up a Wet Weather box on the magliner, and a cleaning station on the truck	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Contact the Production Co-ordinator. Get copies of: schedule, unit list, cast grid, scripts	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Contact the Script Supervisor. Are we using the UK or US slating system?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Do we require a digital clapperboard? Does the DOP want specific information on the slate?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Liaise with production about the design and ordering of printed/engraved slates	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Is there a lot of VFX work? Do you require a VFX slate & additional notes?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Mark up all clapperboards, including comedy slates and insert slates	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Make up a note pad for each camera	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Do production/edit require digital or hard copies of camera reports? Who needs copies of them?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Mark up empty boxes that are staying at the rental house. Photograph the contents of what is being left	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Travelling Abroad - Ensure full kit lists are sent to production for carnet. Include personal items	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Travelling Abroad - Type up a carnet and liaise with production about requirements	<input type="checkbox"/> <input type="checkbox"/>
1st AC/2nd AC	Travelling with Batteries - Check flight regulations, print tech sheets, tape connectors, discharge to 30%	<input type="checkbox"/> <input type="checkbox"/>