PREP CHECKLIST – DIGITAL

	Version / Date:
Production Title: Director of Photography: First Assistant Camera: Prep Date(s): Shoot Date(s):	

GENERAL HOUSEKEEPING		
Collect equipment list from rental house. Check the list is as discussed with the DOP. List any changes to the list, and confirm these with DOP/Production/Rental House.		
Are all listed items present in the test room? List any missing items on white board. Confirm with rental house they know about these items.		
Log all items in an Equipment List.		
Photograph condition of items.		

CAMERA BODY		
Does the kit come with the correct camera mounting plates, and does it secure properly? (Base Plates, Dovetails, RBQRs, etc.)		
Does the camera have the correct Lens Mount? Do lenses mount securely/properly? Does the camera come with the correct port cap? Is it clean?		
Does the Lens Data System (LDS) contact work on the camera?		
Is the camera sensor clean of dust and dirt?		
Are there any dead pixels on the sensor?		
Is the camera body clean without visible cosmetic damage?		
Does the camera power on without any errors?		
Is the camera up-to-date with the correct firmware and relevant licenses installed? (High Speed, Anamorphic, etc.)		
Are the cooling fans running properly?		
Does the TimeCode port work correctly on the camera? Does it sync from the T/C box to the camera, and hold without drifting?		
Do the card slots and card door function properly? (Cards insert properly into slots, and the door closes securely.)		
Do the behind-the-lens filters function properly?		
Do all connections on the camera work properly? Do all the SDI video outputs work?		
Does the camera kit come with the correct size iris rods (15mm/19mm/PV)? Do we need specific lengths for certain lenses?		
Does the EVF bracket adjust properly and lock securely in place?		
Is the EVF eyepiece clear of dirt and scratches?		
Does the EVF dioptre ring rotate correctly? Set the dioptre to the DOP and Operator's eyesight, and mark position with chinagraph/arrow.		
Does the camera kit come with the correct levelling brackets / extension eyepiece parts / cables? Do all the parts fit together? Does the extension eyepiece and levelling bracket move/lock properly? Does the extension EVF cable work?		
Is the camera flange depth / back focus correct?		
Assign camera bodies with letter code ("A", "B", "C", etc.) and label.		
Assign the camera function buttons and label their actions.		
Affix Velcro to appropriate places on the camera body for accessories / cheat sheets.		

CAMERA SETTINGS		
Check shooting settings with the DOP and DIT. Resolution: Shooting Format & Compression: Base Framerate: Base Exposure Index: Base Shutter Angle: Aspect Ratio (Frame Lines):		
Does the camera enter High Speed mode without any errors? What is the highest framerate of the camera?		
Does the camera correctly squeeze anamorphic rushes to the correct size?		
What resolutions / compression is the camera capable of? Set the camera to the appropriate settings.		
Set the base FPS, EI, Shutter Angle on the camera. Preset White Balance settings for basic settings (e.g. 3200K/4300K/5600K).		
Log the base settings inside the camera sheets tin, for use on report sheets.		

MEDIA		
Do we have the correct card type(s) for the camera(s)?		
Do we have enough cards, and the correct size cards for the job?		
Do all cards function properly? (Load, record, run in base framerate, run in high speed, playback, format.)		
Note the serial numbers of each card, and mark on cards.		
Pack all blank media into a media box.		
Does the camera kit come with the correct card reader(s) and cable(s)?		
Shoot a test, and download the card to confirm the camera is shooting with the correct settings, metadata, etc.		

POWER		
Do we have the correct amount of batteries for all equipment?		
Do all batteries charge / discharge properly?		
Are the batteries reading the correct output voltage? Test with a volt meter.		
Do we have extension cables for dolly, ladder pod, etc. Do any specific looms need making up of Power and BNC cables?		
Do we have enough chargers for the batteries?		
Mark all batteries with "# xx of xx"		

CAMERA ACESSORIES		
Does the wireless video function properly at different distances?		
Are all the wireless video TX / RX paired properly? Does the firmware need updating, or do the two need re-linking together?		
Does the Cinetape function properly? Do the extension horns work properly?		
Is the Cinetape linked to the wireless follow focus for on-screen read-out?		
Does the pentafinder have the correct aspect ratio ground glass markings?		
Print a lens cheat sheet and stick to the camera / pentafinder / wireless focus.		

FOCUS ACCESSORIES		
Does the manual follow focus come with the correct accessories? Are additional marking rings required?		
Does the wireless follow focus work without fault, and at distances?		
Does the manual / wireless follow focus come with the correct pitch gears for the lenses?		
Does the remote start/stop (RS) function properly with the wireless follow focus?		
Mark all rings with the lenses that are being used and weather-proof.		

LENSES		
Do all lenses have the correct mount for the camera? Are the mounts secure on the lenses?		
Do all lenses seat properly on the camera?		
Are all front and rear elements clear of scratches and dirt? Log any cosmetic damages, and alert the rental house.		
Does the iris gear move correctly?		
Does the focus gear move correctly?		
Are the lens distance markings correct?		
Does the zoom track properly?		
Does the lens circle cover the shooting format? (Check vignetting on wider lenses.)		
Do long zoom lenses have the correct iris rods, baseplate, lens support?		
Does the Zoom lens control motor function properly, and work with the MicroForce? Does the MicroForce function correctly? (Power up, calibrate, run smoothly through the entire throw of the lens, does not drift.)		

FILTERS		
Are all filters free from scratches / dirt?		
Are all filters the correct size for the matte boxes and lenses? Get step-down trays if required.		
Do the rotating polariser / variable ND filters rotate properly and smoothly? Is the "out" position true to the filter?		
How many stops of light are lost through the POLA filters? Mark on the filters box.		
Is there at least one optical flat filter in the kit? Is it clean and free of scratches? Are additional required (do we have a lot of stunts, etc.)?		
Does each camera come with the appropriate filters (NDs, softening filters, etc.)?		
Measure the stop loss for each ND filter and check it is accurate. (I.E. does an ND0.3 have a loss of one stop, does an ND1.2 have a los of 4 stops?)		
Measure the green/magenta colour shift in each ND filter and list. Include the camera base green/magenta shift in the list.		
Position the filters into the location filter box for easy access. Put regularly used filters in a more accessible place than lesser-used ones. Think about what hands you would use to pick up the filter, and position them in the box accordingly. Clean out the filters case with compressed air. Label the filters box with the positions the filters should be kept in.		
Make a filter tab for each filter.		

MATTE BOX		
Does the Studio Matte Box secure properly to the iris rods? Does it swing away properly? Does the tilting function work correctly and smoothly?		
Does the Studio Matte Box have the correct size donuts for the lenses?		
Do all hard mattes and chops secure to the SMB correctly?		
Does the Lightweight Matte Box secure properly to the front of the lenses?		
Does the Lightweight Matte Box kit come with the correct backing plates for the front element sizes of the lenses?		
Do all hard mattes and chops secure to the LMB correctly?		
Do all Matte Boxes vignette on wider focal lengths? Is an alternative MB required for wider primes (e.g. LMB6 / 6X6 sized MB)? If so, ensure the correct backing plates and 6X6 filters are added to the list.		
Mark each hard matte with its suitable focal length for all Matte Boxes.		
Are the filter trays the correct size for the filters we have? Do they slip into the Matte Box smoothly? Are step-down trays required?		
Do the rotating and geared trays operate properly?		
Do dioptres mount correctly into the dioptre tray? Is there a retaining ring included in the kit? Does it secure properly?		
Is there a tray stopper underneath the Clip-on Matte Box?		

MONITORING		
Do all monitors function properly? (Turn on for at least fifteen minutes. Ensure mains (AC) and battery (DC) power inputs work properly.)		
Calibrate all monitors to colour bars, matching them as close as possible to each other. Ensure the settings in the monitors (e.g. Aperture/Backlight/White Balance are the same across the board.)		
Do we have enough BNCs for the job? Are specific length BNCs required? Do all BNCs work correctly?		
Label all BNCs with lengths / colour coding.		
Do we have the correct spare cables for all monitors, wireless video receivers, etc.?		
Ensure all monitors have a back-up power source to their primary one.		
Ensure there is enough BNC cable to use as a back-up if wireless video fails.		
Does the playback device power up properly? Is it easy to use? Does the Script Supervisor know how to use it? Does it come with enough SSD drives?		
Does the playback device automatically record when the camera does?		
Ensure all monitors have sunshades, and they fit properly to the monitors.		

BASIC GRIP EQUIPMENT		
Do the legs tighten securely? Do the legs lift and lower smoothly to their tallest point?		
Is there a set of spreaders with each set of legs? Do the spreaders fasten to the legs properly? Do they lock in spread positions?		
Do the legs and high-hat have the correct mount (Mitchell/Moy or Bowl)? Does the head mount securely to the legs / high-hat plate?		
Does the head pan and tilt smoothly? Do the pan/tilt fluid and counter-balance functions work properly? Set the counter-balance according to the weight of the camera. Note any differences for larger lenses.		
Does the base plate lock onto the head securely?		
Is there a front box bracket included with each head? Does it mount properly to the head? Does the front box mount to it properly?		
Do the handheld bars lock properly and fit onto the camera? Does the handheld shoulder pad fit properly onto the camera? Pack the handheld bits into a pouch.		
Do we require a Mitchell / H plate for the Magliner? Does the camera fix to it properly?		
Is the EasyRig the correct rating for the weight of the camera? Find the central balance point of the camera and adjust the plates accordingly so that it is over the operator's shoulder? Is the camera front/back heavy? Attach a Frog Clip and Eye Bolt to the camera for quick-release onto the EasyRig.		

CAMERA TRUCK / ROOM		
Sweep the floor of the camera truck / room before putting anything in it. Ensure there is a supply of blue roll / cleaning supplies and a bin in place.		
Does the camera truck / room have appropriate power for the battery chargers, etc? Do we require additional power distribution? Do we require a generator for the camera truck? Does the camera truck / room have appropriate lighting fixed in?		
What is the weight limit of the truck? Are we carrying DIT / Grip / "B" Camera?		
Meet the camera truck driver. Exchange contact details.		
Does the camera truck / room have an appropriate workstation? Is it clean and free from dust and dirt? Is there a compressor? Is there appropriate storage at the workstation for TBAs, compressed air, etc?		
Put together a filing system for the camera department (e.g. central ringbinder). Put together an In & Out book for the camera department. Ensure we have the correct paperwork / templates (timesheets, dailies forms, camera report sheets, etc.)		
Mark up the production calendar with the first few weeks of shooting. Include specific requirements (e.g. steadicam days, night shoots, etc).		
Sort consumables into plastic containers and label with contents.		
Set up the coffee machine, and ensure we have enough coffee pods, milk, water, etc.		
Do we have a snacks box? Fill with healthy snacks, cereal bars, chocolate, gum, etc.		

OTHER / GENERAL		
Do we have enough magliners / trolleys for the equipment we have? Are they suitable for the locations / terrain we will be shooting? Do we require additional for dailies?		
Are all magliner trays straight and clean? Do the wheels rotate correctly? Are all the tyres pumped up fully?		
Do we have appropriate wet-weather solutions for cameras, monitors, magliners, etc? Set up a wet weather box on each camera magliner.		
Contact the production co-ordinator. Get copies of: an up-to-date shooting schedule, up-to-date unit list, cast grid, copies of the script, etc. Confirm any specific requirements for certain days (e.g. "B" Camera days, Steadicam dailies, crane dailies, night shoots, low-loaders, rain FX, etc.)		
Contact the sound mixer. Do they require an audio scratch track / timecode box on the camera?		
Contact the script supervisor. Are we using the UK/US slating system?		
Do we require a digital clapperboard? Does we require an engraved / printed slate? Liaise with production about ordering a slate. Liaise with DOP about any specific information required on the clapperboard (e.g. Lens/Filters/Resolution).		
Is there a lot of VFX in the production? Do we require a VFX slate?		
Mark up all slates, including insert slates, comedy boards, etc.		
Make up note pads for each camera (and for VFX if required).		
Confirm delivery requirements with the edit room / laboratory. Are the rushes to be split during the day? Do they require digital / hard copies of camera reports?		
Ensure the wireless signals are safe for the country we are shooting in. Check: camera, wireless follow focus, wireless video sender/receiver.		
Print labels for monitors ("A" Camera. Op: xxx), storage pouches, etc. Print dates onto clear backing to be stuck on the clapperboard.		
Do we require equipment for specific dailies (steadicam, crane, night work, rain FX, etc.)? Ensure the equipment is booked with the rental house. Ensure additional crew are booked, send preferred names to production for dailies.		
Mark up empty boxes that are staying at the rental house. Log what is being left and photograph the contents of boxes and condition.		
Travelling abroad: ensure full equipment list is sent to production for the carnet. Include personal items.		
Travelling with batteries: what types of batteries do we have? How many can be carried per person? Check the voltage / wH of all batteries. Print tech sheets for each battery type. Discharge to approx 30% full. Tape over battery terminals. Pack into separate clear zip-bags. Print warning labels for boxes and stick to boxes that contain batteries.		