

# Camera Prep Checklist

FILM 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"/>

CAMERA BODY - EXTERIOR		
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 - is the lens mount on the correct orientation (N35/S35 positions)	<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	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	BODY - does the framerate adjust properly on the digital display?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	BODY - does the electronic shutter adjust and lock properly?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	BODY - does the manual shutter adjust properly? Do you have the correct adjustment tools?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	BODY - does the footage counter run the correct way? Can it be reset?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	BODY - does the body have the correct cover plates for when a film magazine is not on the camera?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	BODY - are additional cover plates/parts required? (eg. 100% video tap, steadicam brackets, etc)	<input type="checkbox"/> <input type="checkbox"/>
1st AC	GROUND GLASS - correct aspect ratio? Are the markings accurate? Installed correctly? Is it clean?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	GROUND GLASS / FRAME LEADER - shoot a frame leader to mark the desired aspect ratio	<input type="checkbox"/> <input type="checkbox"/>
1st AC	VIDEO TAP - is the picture quality acceptable, and flicker free?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	VIDEO TAP - do all the SDI video output ports work properly? Is an analogue-to-digital converter needed?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	VIDEO TAP - set the correct focus and picture size of the tap	<input type="checkbox"/> <input type="checkbox"/>
1st AC	VIDEO TAP - set a digital aspect ratio mask that matches the ground glass. Is the on-screen text appropriate?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	PORTS - do the LDS ports work properly? Are they the same radio firmware version as the LCS?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	PORTS - do all the power outputs work properly?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	TIMECODE - does the TC port work on the camera? Does the camera successfully embed TC into the stock? Set ASA	<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	VF - does the viewfinder close properly and not let light through? Does the ARRIGLOW/PANAGLOW work?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	VF - do the viewfinder anamorphic desqueeze and zoom functions work properly?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	VF - is the viewfinder clear of scratches and okay for the operator? Adjust dioptre to operator's eye and mark	<input type="checkbox"/> <input type="checkbox"/>
1st AC	VF - does the extension viewfinder mount correctly and can be adjusted smoothly?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	VF - does the tripod head come with a levelling bracket that fits to the extension viewfinder bracket?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Label the camera with an appropriate ID and mark the serial number in the sheets tin	<input type="checkbox"/> <input type="checkbox"/>

CAMERA BODY - INTERIOR (FILM MOVEMENT)		
1st AC	Does the body have the correct film movement fitted? (eg. 4-Perf S35)	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Does the body have the correct size gate, and blanking mattes that match the movement? (eg. N35 for anamorphic)	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Is the camera gate clean of dust, dirt and rough edges? Does the gate remove/fix in place properly?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Do all film runners click in to place properly? Are the rollers running smoothly?	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Are the registration pins working smoothly? Check for crunching or torn perforations after tests	<input type="checkbox"/> <input type="checkbox"/>
1st AC	Is the shutter phasing in-sync with the pull-down of the movement? Check at 1FPS to confirm	<input type="checkbox"/> <input type="checkbox"/>
1st AC	What is the maximum framerate of the camera? Does it run properly at high speed? Check for torn perfs	<input type="checkbox"/> <input type="checkbox"/>
1st AC	STEADY TEST - shoot a steady test and send to the lab to confirm movement is steady	<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 shimmming?	<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"/>

FILM STOCK		
2nd AC	Confirm requirments with the laboratory. Where is it being processed? Are the rushes to be split at lunch?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Confirm delivery requirements with production	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	How much raw stock do we have? Is it on use-or-return basis?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Check DOP's stock order (film type, lengths, quantity) and confirm the same has been ordered/arrived	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	What is the approximate shooting ratio? Are there certain scens/days that require more stock?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Does the lab need to be informed of a specific stock type? (eg. Black & White processing)	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Check shooting requirements with the DOP throughout the shoot (eg. Push-Processing, etc)	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Speak to the film lab. Have a point of contact and exchange contact details	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Do you have the correct size cans and lightproof bags (400ft or 1,000ft)?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Do you have the correct gauge cores?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Do you have enough 1" camera tape? Colours for stock types, black for exposed. 1 roll = approx 50 cans	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Do you have negative report sheets, film can labels, raw stock inventory reports, envelopes, etc?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Design/print/order film can labels	<input type="checkbox"/> <input type="checkbox"/>

FILM MAGAZINES		
2nd AC	Do you have the correct magazines suitable for the camera builds? (eg. Steadicam or shoulder magazines)	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Do you have enough magazines and the correct sizes for the amount of stock you have?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Test every magazine for light leaks. Put a torch inside and turn off the test room lights to check	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Clean every magazine with compressed air and a no-loss paintbrush	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	SCRATCH TESTS - run some virgin gash stock through each mag, confirm no scratches, label tests with S/N	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Ensure the footage counter functions on all mags. Can it be reset? Does it run down? Correct unit (m/ft)?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Label magazines with the serial number in an easy-to-see place	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Clean out film magazine storage cases and put magazines into appropriate slots	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Ensure each magazine has a plastic film protector and a core in the take-up side	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Make labels for storage cases - coloured tabs for full rolls of stock, "MT" for empty mags, "X" for exposed	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Test the film changing tent for light leaks and tears. Put a torch inside, turn off lights and check for light	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Set up an appropriate film changing station on a magliner or camera truck. Keep important tools close by	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Do you have a back-up changing tent or bag? Do you need one?	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Test the dark room for light leaks in the door. Put a lamp on inside and check for light outside	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Clean the changing tent, changing bag and/or dark room to ensure it's dust-free	<input type="checkbox"/> <input type="checkbox"/>
2nd AC	Organise the loading station/dark room for efficiency. Velcro important tools to the dark room wall	<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 require extension cables for the dolly, ladder-pod, etc? Do specific looms need making up?	<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	Do you have enough battery chargers for all batteries? Create a tidy system for the chargers	<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"/>
2nd AC	Confirm the stop-loss in the Polariser filters is correct	<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"/>
1st AC/2nd AC	Measure/calculate the close focus of each lens with each dioptr 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	Check aperture, backlight and white balance settings are the same on all monitors. Check picture quality is good	<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 they 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 appropriate 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"/>