

Camera Prep Checklist

FILM EDITION (SHORT FORM)

Version 4.0

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

GENERAL HOUSEKEEPING

Check equipment list from Rental House against the DOP's list - flag any discrepancies	<input type="checkbox"/>
Confirm all equipment has arrived, and arrival time of equipment that is not there	<input type="checkbox"/>

LENSES

LENSES - Correct mounts? Mounts to camera securely? Gears move smoothly? Smooth zoom tracking? Note lens weights (steadicam)	<input type="checkbox"/>
Check all lenses on a projector - are the distance markings correct? Do they need shimming?	<input type="checkbox"/>
Do the lens circles cover the shooting format? (Check vignetting on wider lenses)	<input type="checkbox"/>
PENTAFINDER - Correct aspect ratio GG? Correct lens mount? Lens mounts securely?	<input type="checkbox"/>
Do long lenses/zoom lenses have the correct size rods, base plates and lens supports?	<input type="checkbox"/>
Check front and rear elements are clear of scratches. Note cosmetic scratches and alert the rental house	<input type="checkbox"/>

CAMERA BODY - EXTERIOR

BASE PLATES - Lock securely and release? Top handle secure? Base plates secure?	<input type="checkbox"/>
AKS - Do you need additional plates, etc for specific builds? (eg. 100% tap, steadicam plates), Correct cover plates?	<input type="checkbox"/>
LENS MOUNT - Correct mount? LDS working? Flange depth correct? Orientation correct (N35/S35)?	<input type="checkbox"/>
BODY - Any cosmetic damage? Powers up? Do all REC buttons work? Framerate adjusts? Footage counter runs? Counter resets?	<input type="checkbox"/>
SHUTTER - Electronic/manual shutter adjusts and locks? Manual shutter tools?	<input type="checkbox"/>
GROUND GLASS - Correct aspect ratio? Markings accurate? Installed properly? Clean?	<input type="checkbox"/>
SHOOT FRAME LEADER	<input type="checkbox"/>
VIDEO TAP - Analogue-to-digital converter needed? Correct focus and picture size set? Set aspect ratio mask, colour temp, etc	<input type="checkbox"/>
PORTS - All SDI video ports work? All power outputs work? Timecode port works and embeds TC?	<input type="checkbox"/>
LENS RODS - Correct length 15mm/19mm rods for lenses?	<input type="checkbox"/>
VF - Closes properly, no light? ARRIGLOW/PANAGLOW working? Clean and scratch free? Set dioptre	<input type="checkbox"/>
VF - Extension mounts correctly? Anamorphic desqueeze and zoom working? Levelling bracket in tripod head?	<input type="checkbox"/>
CONSUMABLES - TBAs	<input type="checkbox"/>

CAMERA BODY - INTERIOR (FILM MOVEMENT)

Correct movement fitted? Correct gate? Correct blanking plates (eg. N35 for anamorphic)?	<input type="checkbox"/>
Camera gate clean and dust-free? Removes/fixes properly? All film runners click in? Smooth runners? Registration pin good?	<input type="checkbox"/>
Shutter in-sync with pulldown? (Check at 1FPS). Stress-test at High Speed - no torn perfs?	<input type="checkbox"/>
SHOOT STEADY TEST - Base FPS and High Speed	<input type="checkbox"/>

FILM STOCK

Confirm which laboratory. Has the DOP sent instructions? Confirm delivery requirements - anything specialist (eg. B&W)?	<input type="checkbox"/>
How much raw stock? Use-or-return basis? Shooting ratio? What scenes/shots require a lot of stock?	<input type="checkbox"/>
Check DOP's stock order (film type, lengths, quantity) and confirm the same has been ordered/arrived	<input type="checkbox"/>
CONSUMABLES - Film cans, cores, lightproof bags, camera tape, report sheets, film can labels	<input type="checkbox"/>

FILM MAGAZINES	
Correct magazines for camera builds (eg. Steadi/shoulder)? Enough magazines?	<input type="checkbox"/>
All mags light-proof? Clean all mags. Label serial numbers. Footage counter works? Correct units (m/ft)? All with plastic protectors?	<input type="checkbox"/>
SCRATCH TESTS - Label tests with serial numbers	<input type="checkbox"/>
Labels/tabs for cases (MT, EXP)?	<input type="checkbox"/>
CHANGING TENT - Light-proof and no tears? Clean and dust free? Spare tent/bag? Set up changing station on magliner	<input type="checkbox"/>

POWER	
Correct battery mounts for camera(s) and monitor(s)? Enough batteries and chargers?	<input type="checkbox"/>
Correct block battery cables? Mains power cables? Spare cables? Extra long block battery cable?	<input type="checkbox"/>
Charge all batteries. Leave used ones on overnight and alert rental house staff	<input type="checkbox"/>

ACCESSORIES	
FF4 - Moves properly? No "play"? Correct size accessories and gears?	<input type="checkbox"/>
WIRELESS FOCUS - Works at distance? Set wireless channel. Correct pitch gears? Remote Start (RS) working?	<input type="checkbox"/>
Mark up follow focus rings, or input lens data	<input type="checkbox"/>
Microforce/zoom control working? Powers and calibrates? Runs smoothly at speeds? No drift? Tape-up R/S switch	<input type="checkbox"/>
Cinetape/CineRT functioning? Correct interface cables? L-CUBE working properly? Spare cables?	<input type="checkbox"/>
Teradek paired with correct TX and RX? No interference or break-up? Correct mounts and cables?	<input type="checkbox"/>
SMB - Correct size trays? Secures to rods? Swing-away smooth? Tilting good? Correct donuts? Mattes & chops?	<input type="checkbox"/>
LMB - Correct size backing plates? Secures to lenses? Mattes & chops?	<input type="checkbox"/>
Do any matte boxes vignette on wider focal length lenses?	<input type="checkbox"/>
Additional matte boxes required (eg. LMB6 for wide-angle primes)? Step-down trays needed?	<input type="checkbox"/>
Rotating and geared trays move smoothly? Dioptre trays for all MBs? Filter catchers for all MBs?	<input type="checkbox"/>

FILTERS	
All filters clean and scratch-free? Correct sizes for MBs? Will they cover the wider lenses?	<input type="checkbox"/>
POLA - Circular? Rota? - O/F? - ND Grads? - Dioptres?	<input type="checkbox"/>
ROTA POLA - "Out" position correct? Rotates smoothly? Confirm stop-loss	<input type="checkbox"/>

MONITORING	
VIDEO PLAYBACK OP - Confirm no double-ups of monitors. Are they supplying Teradek?	<input type="checkbox"/>
Monitors power up properly? No scratches or dead pixels? Correct battery mounts? Enable auto-recover. Sunshades for all?	<input type="checkbox"/>
Calibrate monitors to colour bars. Check backlight and white balance settings are the same	<input type="checkbox"/>
Link Teradek TX and RXs. Correct mounts and cables for RXs? Enough BNCs?	<input type="checkbox"/>

BASIC GRIP EQUIPMENT	
LEGS - Set of spreaders with each set? Rolling spider bases?	<input type="checkbox"/>
HEAD - Front box bracket? Extension viewfinder levelling brackets? Note counter balance level	<input type="checkbox"/>
HANDHELD - Moose bars? Shoulder pad? Easyrig? Kong frog clip and eye bolt?	<input type="checkbox"/>

FINAL HOUSEKEEPING	
Weigh camera build. Mark balance points for Steadicam	<input type="checkbox"/>
Confirm camera truck size or delivery details	<input type="checkbox"/>
Reference photos of build for DOP, Grip, Steadicam	<input type="checkbox"/>
Check in with DOP - Any last minute requests? Changes to plans? Specific processing requirements (eg. Push-Process)?	<input type="checkbox"/>
SHOOTING SPECS - Confirm aspect ratio, stock type, filters choice, etc with DOP	<input type="checkbox"/>

SPECIALIST & OTHER IMPORTANT BITS

UNDERWATER - Splashbag or housing? Watertight? Does the camera fit? Antifog and rainex? Loom cables?	<input type="checkbox"/>
RAIN DEFLECTOR - Runs properly? Correct voltage from camera (12v/24v)? Antifog and rainex?	<input type="checkbox"/>
TROLLEYS - Enough magliners or fold-it carts? Are they suitable for location/studio? Unbent shelves? Tyres not flat?	<input type="checkbox"/>
WET WEATHER - Camera rain cover? Monitor rain covers? Blue roll? Shower caps? Tarps? Magliner covers? Umbrellas?	<input type="checkbox"/>
DIGISLATE - Sync to TC or music track? Sync-sound? Engraved slates?	<input type="checkbox"/>
VFX - Confirm workflow and requirements	<input type="checkbox"/>
TRAVELLING ABROAD - Kit lists sent to production for Carnet. Include personal items	<input type="checkbox"/>
TRAVELLING WITH BATTERIES - Check flight regulations, print tech sheets, tape connectors, discharge to 30%	<input type="checkbox"/>