



---

## Location Video Production Checklist

---

- Call ahead and request written confirmation of the following:
  - Room size (i.e., depth plus wall space vs. windows)
  - Sound safe needs (i.e., air-conditioning)
  - Props requirement
  - Electrical outlets
  - Flip charts, felt pens, tape
- Block out the entire script so you know what people need to do and say to segue to a graphic or special effect (i.e., they are standing on the right side of the room, reach out with the right hand, etc.).
- Script should be on one side (usually the right) and treatment on the other so the talent understands what end result is to look like and we know whether we want a prop (i.e., mouse click) to work or not.
- Send scripts and instructions in advance for:
  - Dress
  - Amount of time
  - Style we want them to take
  - Stage direction (looking into camera, teleprompter or not, etc.)
- If multiple people are involved, make sure each understands their respective roles and have proper rehearsal time. When talent arrives, review with them immediately. While cameras are being set up, have rehearsal in real time.
- Mark with tape on the floor where you want them to stand.
- Review with them how we want them to interact with the camera (or each other if multiple talent).
- Be specific (i.e. open with a shot at the camera, then turn and recognize...)
- Have items available such as tissue paper, etc., if no make up.
- Review roles and lines with Fusion Staff, videographer, producer, and grip

---

## Clothing Suggestions For Video

---

<b>Clothing</b>	<b>Do's</b>	<b>Don'ts</b>
When in doubt, bring a few outfits from which to select.	☺ Pastels ☺ Blues ☺ Grey ☺ Brown Tones ☺ Soft Colors	☹ Solid Reds ☹ Solid Whites ☹ Blacks ☹ Plaid ☹ Pin Striped shirts or jackets