

Shot List

One row per shot, grouped by scene. Tick Done as you get each one, and check the must-haves before you pack up.

1. The shoot

Project: [Project name]

Client: [Client name]

Date and call time: [Shoot date], [call time]

Location: [Location]. Backup if the weather turns: [backup location]

Crew: [names and roles]

Contact on site: [name and phone number]

2. Shots

#	Scene or setup	Shot	Photo or video	Framing and movement	Notes	Done
1	Exterior, arrival	The building with its sign, people walking in	Both	Wide, eye level, slow push in	Morning light on the front	
2	Exterior, arrival	Close on the sign	Photo	Close, low angle		
3	Workspace	The team at work, natural moments	Video	Medium, handheld, slow	Ask for ten minutes of normal work	
4	Workspace	Hands on the product as it's made	Both	Close, overhead and from the side	Clean the bench first	
5	Interview	Founder interview	Video	Medium, locked off, second camera close	Quiet room, lav mic, release signed	
6	Interview	Portrait of the founder	Photo	Medium, eye level	Right after the interview, same light	
7	Team	The whole team together	Photo	Wide, slightly high	Everyone there by [time]	
8						
9						
10						
11						

#	Scene or setup	Shot	Photo or video	Framing and movement	Notes	Done
12						
13						
14						
15						
16						

3. Must-have shots

[The shots the client asked for by name]

[Logo or product shots needed for a specific use, and their shape: wide, vertical or square]

[People who must appear, and when they are available]

4. Before you pack up

Every row above is ticked, or the client knows why not.

Releases are signed for everyone featured on camera.

Cards are backed up in two places before any are formatted.

A minute of room tone is recorded at each location for the edit.