

<b>PRODUCTION TITLE:</b> Behind the Curtain <b>PRODUCTION CREW MEMBERS:</b> Lara McEvoy						
<b>NOTES:</b> Emily Rolfe – interviewee						
<b>PRODUCTION DATE / TIME</b> <b>ACTIVITIES TO BE COMPLETED (detail scenes / shots required – reference storyboards or shot-list)</b> <b>LOCATION OF THE SHOOT</b> <b>CREW REQUIREMENTS</b> <b>MATERIALS REQUIRED</b> <b>EQUIPMENT REQUIRED</b> <b>CONTINGENCY PLANNING FOR THIS SHOOT / PLAN 'B' DETAILS</b>						
03/04/24 09:40 – 10:00	Travelling to location, ensuring that I have all kit needed and that its all working.	40 St Georges Road, GL11 4DW, Dursley	Lara McEvoy	Interview questions	2x Canon 90D Tripod Neewer Light LAV wireless microphone	If location is to become unavailable then film at 64 Graces Field, GL5 4EN. If interviewee is to become unavailable, then we will reschedule for a date and time that's better fitting for them.
03/04/24 10:00 – 10:15	Setting up kit, making sure everything is working, camera is in focus, shot looks correct and that the interviewee is happy.	40 St Georges Road, GL11 4DW, Dursley	Lara McEvoy	Interview questions	2x Canon 90D Tripod Neewer Light LAV wireless microphone	If location is to become unavailable then film at 64 Graces Field, GL5 4EN. If interviewee is to become unavailable, then we will reschedule for a date and time that's better fitting for them.
03/04/24 10:15 – 11:00	Filming the interview, asking questions and getting a second angle with a handheld camera.	40 St Georges Road, GL11 4DW, Dursley	Lara McEvoy	Interview questions	2x Canon 90D Tripod Neewer Light LAV wireless microphone	If location is to become unavailable then film at 64 Graces Field, GL5 4EN. If interviewee is to become unavailable, then we will reschedule for a date and time that's better fitting for them.

03/04/24 11:00 – 11:15	Packing up all equipment safely, making sure its all turned off and SD cards are safe. Pack car and travel home.	40 St Georges Road, GL11 4DW, Dursley	Lara McEvoy	Interview questions	2x Canon 90D Tripod Neewer Light LAV wireless microphone	If location is to become unavailable then film at 64 Graces Field, GL5 4EN. If interviewee is to become unavailable, then we will reschedule for a date and time that's better fitting for them.
---------------------------	--	---------------------------------------	-------------	---------------------	---	---