

Preparing For Filming Day



Checklist

- ☐ Create your script using the templates on Pages **12 - 30** to help you.
- ☐ Identify your participants. Choose confident, outgoing, presentable pupils and staff that will represent your school in a positive light.
- ☐ Ensure that the filming areas are clean and give the right impression. Don't worry about clearing the whole room as long as the area surrounding the immediate scene is tidy.
- ☐ Ensure that participants look smart and are wearing appropriate uniform.
- ☐ If you are filming PE scenes ensure that students bring their PE kits in and have a private place to change.
- ☐ Ensure that all doors to filming locations are open.
- ☐ Ensure that participants are well briefed and have learned their lines in advance.
- ☐ It is your responsibility to obtain permission for participants to appear in the films. We will also require that you grant permission for the films to be used in our marketing activities.
- ☐ Please identify a dedicated member of staff present that must accompany the film crew and students at all times.
- ☐ Please have your logo as a vector file or high resolution JPEG along with a pen drive containing any legacy footage or imagery of events and trips that we can incorporate into the films. You can send large files for free using www.wetransfer.com.