### Pre-Production Document

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| Producer Name: Aiden Birkett |
| Production Title (working title): Growing up Bradford: Odeon |
| Summary or outline of shoot: The outline of the shoot is to inform the audience about the Bradford Odeon and the social and economic impact it’s going to have on the city of Bradford.  |

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| Production Dates | Call Times | Wrap Times |
| Interview Bradford live – 12/10/2022Interview Bradford BID – 19/10/2022 |  12:3010:00 | 13:0011:00 |

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| Cast and Crew |
| Crew Member | Role | Contact Details |
| Alex Richardson  | Camera man | Microsoft teams |
| Aiden Birkett | Interviewer | Microsoft teams |
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| Equipment |
| Q8 zoom cameraHeadphonesTripodBoom Mic | Dates needed:Wednesday 12/10/2022Wednesday 19/10/2022Wednesday 12/10/2022Wednesday 19/10/2022Wednesday 12/10/2022Wednesday 19/10/2022Wednesday 12/10/2022Wednesday 19/10/2022 |

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| **Shot List** |
| **Shot N\*** | **Size / Angle** | **Movement** | **Length of Shot** | **Shot Description** |
| 1 | Wide | Static | 10 seconds | This shot will be focused on the old Odeon building |
| 2 | Wide | Panning | 10 seconds | This shot will pan onto the old Odeon building  |
| 3 | Mid and wide shot of interview with Bradford live | static | 12 minuets  | This is the interview and will be using the rule of third as well during the interview |
| 4 | Mid and wide shot of interview with Bid for Bradford | Static | 5-15 minuets | This is the interview and will be using the rule of third as well during the interview |
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| **Production Schedule** |
| Date and Time | Activity | Location |
| Time: 09:3012th October | Collect the equipment: Q8 zoom, Tripod, Headphones and boom mic | David Hockney building |
| Time: 09:35-10:00 12th October | Familiarize with the equipment and go over the script | Lister building |
| Time: 12:30-13:00 12th October | Interview with client | Bradford Quebec street |
| Time: 15:0012th October | Retrieve footage off SD card and place on OneDrive and return equipment to the media center  | Lister building |
| Time: 09:0019th October | Collect equipment: Q8 zoom, Tripod, Headphones and boom mic | David Hockney building |
| Time: 09:0519th October  | Go over the script and make sure equipment is working and fully charged | Lister building |
| Time: 10:0019th October  | Interview with Bid for Bradford  | Bradford |
| Time: 12:0019th October | Retrieve footage off SD card and place on OneDrive and return equipment to the media center | Lister building |
| Time: |  |  |

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| Other Details: |

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| Risk Assessment |

| **Hazard** | **Risk** | **Action taken to mitigate risk** |
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| **Cars**  | Can get injured  | Stay away from road and if I need to wear a high vis vest |
| **Pedestrians** | Can steal equipment | Ensure equipment is secured and not left alone |
| **Weather** | Water damage to equipment  | Ensure to shoot the project on a day when its clear and not raining to ensure there is no damage to equipment |
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Approved and signed: Date: