

Pre-Production Document

Producer Name: Hirah M Aurangzeb
Production Title (working title): Foodbank - Bradford College
Summary or outline of shoot: The outline of my documentary shoot is to engage the audience and educate them on the support our college is giving to help the vulnerable that are in our community in the City of Bradford. To acknowledge them on their work and how we as students and young people as staff members can help this noble cause of Bradford College go forward. I want others to see the impact of this foodbank in Bradford and spread awareness of the positivity that is changing the way people see Bradford College.

Production Dates	Call Times	Wrap Times
Recording City Park	10/11/2022 9:30	12:30
Footage of Bradford College	10/11/2022 14:00	17:00
Footage of Food/Mixture of Food	11/11/2022 11:00	16:30
Interview Graham Bailey/other		

Cast and Crew		
Crew Member	Role	Contact Details
Hirah Aurangzeb	Camera Operator	10630793@bradfordcollege.ac.uk
Hirah Aurangzeb	Producer	Microsoft Teams
Hirah Aurangzeb	Director	Microsoft Teams
Hirah Aurangzeb	Interviewer	Microsoft Teams
No Other person		

Equipment	
Shoot Equipement: Video Camera Tripod	Dates Needed: Thursday 10/11/2022 Friday 11/11/2022 Thursday 10/11/2022 Friday 11/11/2022

Boom mic	11/2022
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Shot List				
Shot N*	Size / Angle	Movement	Length of Shot	Shot Description
1	Wide	Zoom In	20 Seconds	Focusing on City Park
2	Wide	Pan	20 Seconds	On the fountains and buildings in City Park
3	Mid Close up	Tilt	20 seconds	City Park Ben
4	Wide	Zoom out	1 minute	People in City Park walking
5	Wide	Still	25 seconds	Outside of Bradford college
6	Mid	Portrait – Zoom in	35 seconds	Inside of college
7	Wide	Pan	1 minute	Foodbank
8	Close-Up	Tilt	1 minute	Students
9	Wide	Still	20 seconds	Food Display
10	Wide	Pan	10 seconds	Chef cooking
11	Mid	Zoom	20 seconds	Steam of food
12	Close-up	Pan	30 seconds	Food market
13	Mid-Close up	Zoom out	40 seconds	Fresh fruit

Production Schedule		
Date and Time	Activity	Location
Time: 9:00 Thursday, 10/11/2022	Collect Equipment: Camera and Tripod	David Hockney Building
Time: 9:30 Thursday, 10/11/2022	Reach City Park and start set-up and Record	City Park
Time: 12:20 Thursday 10/11/2022	Wrap up and go to Break	City Park
Time: 13:45 Thursday, 10/11/2022	Record Bradford College	David Hockney Building

Time: 16:45 Thursday, 10/11/2022	Wrap up and go home	David Hockney
Time: 11:00 Friday, 11/11/2022	Reach the Food court and begin recording	Town Centre (Broadway?)
Time: 4:20 Friday, 11/11/2022	Wrap up and go home	Town Centre
Time:	Interview	Bradford College
Time:		

Other Details:

Risk Assessment

Hazard	Risk	Action taken to mitigate risk
Weather	Damage to equipment due to rain or storm or sleet.	Make sure equipment is always unsured closed, check the weather beforehand, and if necessary, then use an umbrella on top of equipment.
Pedestrians	Can bump into me, take equipment	Make sure I'm aware of my surroundings, don't walk anywhere unsafe or not sure of, make sure all is secure and under my control. If not take a safe trip to where I'm going.
Students	Become hyper, excited and try snatching or touching equipment	Make sure to let a tutor know, so they can make sure I'm alone, keep things in my control and deal with them with patience.

Approved and signed:

Date: