

## Pre-Production Document

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| <b>Producer Name: Hirah Aurangzeb</b>   |
| <b>Production Title (working title): Social Media Reel</b>  |
| <b>Summary or outline of shoot:</b><br>I will be producing a marketing social media reel on a branded car which is my dream car. The interior and exterior and I will produce an edit after taking a range of different footage with a few shots and angels, which will be presented in a female light. |

| Production Dates   | Call Times                                      | Wrap Times              |
|--|---|-------------------------|
| Wednesday 21/03/2023<br>Thursday 22/03/2023<br>Friday 23/03/2023 | 11:00 – 16:15<br>13:15 – 16:15<br>11:00 – 16:15 | 16:10<br>16:10<br>16:10 |

| Cast and Crew    |                                    |                                       |
|------------------|------------------------------------|---------------------------------------|
| Crew Member      | Role                               | Contact Details                       |
| Hirah Aurangzeb  | Director and First camera operator | Via Teams<br>Student number: 10630793 |
| Haafsah Khan     | Second Camera Operator             | Via Teams<br>Student number: 10650760 |
| Charlie Beverley | Model                              | Via Teams<br>Student number: 10670603 |

|              | Dates needed:       |  |
|--------------|---------------------|--|
| Video Camera | 21 March – 23 March |  |

| Production Schedule |  |          |
|---------------------|--|----------|
| Date and Time       | Activity   | Location |
| 21 March            | Recording the interior of the Jeep                     |          |
| 22 March            | Exterior of the Jeep                                   |          |
| 23 March            | Main focus is the movements of the model with the Jeep |          |

## Risk Assessment

| Hazard                             | Risk                        | Action taken to mitigate risk  |
|------------------------------------|-----------------------------|--|
| Cars which are driving on the road | Can get injured             | Stay away from road and use the safest way to cross the road   |
| Pedestrians                        | Can steal equipment         | Ensure equipment is secured and not left alone, have a helper to take equipment if need to go toilet or collect something. |
| 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              |
| Car showroom                       | Damage to showroom property | Work on my side and know the restrictions and boundaries. Don't go out of my reach and investigate without permission.     |

Approved and signed: Hirah Aurangzeb

Date: 19/03/2023