### Pre-Production Document

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| Producer Name: Azan Iqbal |
| Production Title (working title): TRP The Rainbow Podcast |
| Summary or outline of shoot: I want to be talking to the camera, like a informative type of video, recording myself, while I talk to the camera, some kind of podcast or vlog type thing |

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| Production Dates | Call Times | Wrap Times |
| Hopefully I’ll start recording my video on the 29 of January, And I’ll be finished by the end of the week 2 February |  1:30pm 1:30pm | 4:30pm 4:30pm |

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| Cast and Crew |
| Crew Member | Role | Contact Details |
| Lewis  | cameraman | Friend from college  |
| Tony | director | Friend from college  |
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| Equipment |
|  | Dates needed: |

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| **Shot List** |
| **Shot N\*** | **Size / Angle** | **Movement** | **Length of Shot** | **Shot Description** |
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| **Production Schedule** |
| Date and Time | Activity | Location |
| Time:  |  |  |
| Time: |  |  |
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| Other Details: |

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| Risk Assessment |

| **Hazard** | **Risk** | **Action taken to mitigate risk** |
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Approved and signed: Date: