### Pre-Production Document

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| Producer Name: Haafsah Khan |
| Production Title (working title): Car advertisement |
| Summary or outline of shoot: I am going to advertise an electric car for Mercedes Benz. Electric cars are the future, petrol and diesels cars will be gone soon therefore creating an advert for electric cars makes it more interesting and eye catching. |

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| Production Dates | Call Times | Wrap Times |
| Sunday 26/03/2023Monday 27/03/2023 | 01:00 – 16:0001:00– 16:00 | 16:0016:00 |

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| Cast and Crew |
| Crew Member | Role | Contact Details |
| Haafsah Khan | Director and First camera operator | Via Teams Student number: 10650760 |
| Hirah Aurangzeb | Support with camera wok | Via Teams Student number: 10630793 |
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|  | Dates needed: |
| Video Camera | 26 March – 27 March  |  |

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| **Production Schedule** |
| Date and Time | Activity | Location |
| 26 March | Recording the car interior and exterior | Mercedes Benz showroom |
| 27 March | Focusing on details and get more footage  | Mercedes Benz showroom |
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| Risk Assessment |

| **Hazard** | **Risk** | **Action taken to mitigate risk** |
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| **Next to busy road** | Cars driving fast | Stay away from the roads when filming  |
| **Weather** | Damaging the camera and phone | Look at the weather beforehand and only film outside if the weather is clear and good. |
| **New cars in the Showroom** | Damaging the cars while filming | Filming with caution, and not rush |
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Approved and signed: Haafsah Khan Date: 24/03/2023