### Pre-Production Document

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| Producer Name: Leon Whiting  |
| Production Title (working title): Vlog  |
| Summary or outline of shoot: Filming on phone 11, different shots of different parts of the day, maybe some additional videos of explanation in between cuts.  |

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| Production Dates | Call Times | Wrap Times |
| 24th January  |  9.30am | 3.30pm |

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| Cast and Crew |
| Crew Member | Role | Contact Details |
| Leon Whiting  | Cast & Filming  |  |
| Shumona Motin  | Cast  |  |
| Kenzie Duncan  | Cast & Filming  |  |
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| Equipment |
| Kenzie’s spare Iphone 11  | Dates needed:24th January  |

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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: |  |  |
| Time: |  |  |
| 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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| **equipment**  | Tripping over equipment and breaking a bone etc.  | Be careful around surroundings  |
| **Mud/grass** | Slipping in the mud  |  |
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Approved and signed: Date: