

Pre-Production Document

Producer Name: Ahmed Raa
Production Title (working title): Bradford College News
Summary or outline of shoot: I have decided to do my interview in the TV studio

Production Dates	Call Times	Wrap Times
Tuesday 23 rd January	9pam	10pm

Cast and Crew		
Crew Member	Role	Contact Details
Ahmed Raza	Interviewer	+44 7424 476151
Ashley Dunn	Interviewee	
Christopher Miller	Cameraman	

Equipment	
TV studio, TV studio equipment	Dates needed:

Production Schedule

Date and Time	Activity	Location
Time:	Interview at Lunch time	Tv studio
Time:		
Time:		
Time:		
Time:		
Time:		
Time:		
Time:		
Time:		

Other Details:

Risk Assessment

Hazard	Risk	Action taken to mitigate risk

Approved and signed: AR

Date: