

**Pre-Production Document**

**Producer Name: Ahmed Raza**

**Production Title (working title): Bradford College news**

**Summary or outline of shoot:**

I am planning to interview Lewis Hobbs in the TV studio.

Production Dates	Call Times	Wrap Times

Cast and Crew		
Crew Member	Role	Contact Details
Ahmed Raza		+44 7424 476151
Ashley Dunn	Ethan	
Kirsty	Rebecca's mum	
Lucy	Miss Helliwell	
Karl Sherwin	Mr Long	

Equipment	
Professional camera, Tripod, microphone, shotgun mic, fake knife	Dates needed:

Shot List				
Shot N*	Size / Angle	Movement	Length of Shot	Shot Description
1	Md-shot	Camera pans		The main character Rebecca is introducing herself to the audience
2	Close-up/extreme close up	No movement		Rebeca's mouth
3	Mid-shot	No movement		Rebecca's mum is trying to wake Rebecca up.
4	Full-shot/medium-shot	No movement		Rebecca is walking to her tech classroom.
5	Medium or full shot	No movement		Rebecca's tech teacher Miss Helliwell welcomes the class.
6	Master shot	No movement		Miss Helliwell tells the students to put their hands up if they have done their homework in which everyone has done their homework apart from Rebecca.
7	Master shot	No movement		Miss Helliwell tells Rebecca off for not doing her homework and tells Rebecca to do her homework now.
8	Medium shot	No movement		Rebecca tries doing her work.
9	Medium shot	No movement		Rebecca shows Miss Helliwell the, very little work she has done which makes Miss Helliwell disappointed.
10	Master shot	No movement		Miss Helliwell has a word with Rebecca.
11	Master shot	No movement		Rebecca encounters a helpful member of staff called Miss Helliwell.
12	Master shot	No movement		Rebecca is back at home on her phone but is disturbed by her little brother Ethan who has got learning difficulties who pulls Rebecca's hair. Rebecca in retaliation hits Ethan which causes Ethan o scream for his mum.
13	Master shot	No movement		Rebecca's mum intervenes in the situation.
14	Master shot	No movement		Rebecca tries to explain to her mum her side of the story, but she doesn't listen and tell's Rebecca off.
15	Medium shot	yes		Rebecca goes to her room.
16	Medium shot	No movement		Rebecca is at the library getting some books
17	Full or medium shot	No movement		Rebecca is at the library getting some books.

18	Full or medium short	No movement		One of Rebecca's bullies purposely shoulder bumps her which leads to Rebecca dropping her books.
19	Master shot	No movement		Rebecca is trying to do her work but one of the students throws a paper ball at her
20	Master shot	No movement		Rebecca tells Miss Helliwell about this incident but Miss Helliwell tells Rebecca to focus on her work.
21	Master shot	No movement		Rebecca, who is back at home, is relaxing on her phone until Ethan insults her which leads to Rebecca swearing at Ethan.
22	Master shot	No movement		Ethan screams for his mum

Production Schedule		
Date and Time	Activity	Location
Time:		
Time:		
Time:		
Time:		
Time:		
Time:		
Time:		
Time:		
Time:		

Other Details:

## Risk Assessment

Hazard	Risk	Action taken to mitigate risk
Wires from equipment.	Could potentially slip.	Move the wires to make sure everyone is safe.

Approved and signed: AR

Date: