SHOOT DAY CHECKLIST.

Print it, tick it off, and hand it to whoever is running the day.

THE WEEK BEFORE

- [ ] Schedule and location confirmed
- [ ] Staff and neighbours told about filming
- [ ] Written releases ready for anyone on camera
- [ ] Parking and load-in confirmed
- [ ] Shot list agreed, approver named
- [ ] Landlord or venue permission if needed

THE SPACE

- [ ] Everything on camera cleaned and decluttered
- [ ] Know how to turn off fans, music and phones
- [ ] Products and signage at their best
- [ ] Power outlets located

THE PEOPLE

- [ ] Solid colours, no fine stripes or small patterns
- [ ] Talking points shared, no script to memorize
- [ ] Everyone knows their time and how long

ON THE DAY

- [ ] One decision-maker on site
- [ ] Shot list visible
- [ ] Changes flagged early
- [ ] Time kept for the shots that matter most

AFTERWARDS

- [ ] One person sends consolidated feedback
- [ ] Formats and channels confirmed

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TALK TO US

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NEXT STEP

roundtablemedia.ca/guides.html