**Learning Aim B – Checklist**

To meet the requirements for this learning aim, the following items should be blogged in two separate blog entries;

Pre-production

1) *treatment* – detailed

2) *scripts* – laid out appropriately for multi-camera (examples on line)

3) *studio* layout plans – these can be scanned or electronic

4) *running* orders with timings of each segment,

5) *cast* / crew call sheets – one for each rehearsal and final shoot, as well as short included films / items

6) *shooting schedule* – accurate

7) *budget* - detailed

8) *risk assessments* – taking into consideration the studio environment

Production Diary

A weekly log of what you achieved at each stage of the project. This could include the following;

* Tasks you have carried out; *how does the task relate to your role in the real world (i.e. roles and responsibilities from Task A)*
* Working with others; *who have you had conversations with regarding the production and how does it relate to a real world scenario.*
* Obstacles; *what has made your job difficult to achieve (personnel, equipment, time, budget? Etc.), and what did you do to overcome it.*
* Learning; *what you learnt at the end of each week (technical, communication, format etc.)*
* Evidence of work; *images / stills of you doing your role with written captions / commentary underneath.*
* Real world; *how does what you have done during the week relate to the role in the real world.*

**Remember to include lots of detail and examples – bits from the script, images etc. Be honest, but don’t use it as an opportunity to criticise your team.**