Camera prep checklist

Camera prep is the check of the camera package at the rental house in the days before the shoot. Every piece is built, tested and noted: anything that does not work is replaced there, not on set. The list is generic: adapt it to the camera, the lenses and the project.

FILM OR PROJECT TITLE

DIRECTOR

DIRECTOR OF PHOTOGRAPHY

PRODUCTION COMPANY

RENTAL HOUSE

PREP DATES

SHOOT DATES

MAIN CAMERA AND LENSES

Contacts

ROLE	NAME	PHONE	EMAIL
Production (contact)			
Rental house (contact)			
Director of photography			
1st AC (focus puller)			
2nd AC (clapper loader)			
DIT			

01 General

- [ ] Rental list checked against the DP's list; differences confirmed with production and the rental house
- [ ] Missing items noted and reported to the rental house straight away
- [ ] Condition of the kit photographed; scratches and cosmetic damage noted and reported to the rental house

NOTES

02 Camera body

- [ ] Serial numbers noted; firmware up to date and identical on every body
- [ ] Settings reset to factory defaults, then the project preset saved on every body
- [ ] Sensor clean; black balance done with the camera at working temperature
- [ ] Recording format, resolution, codec and frame rate set; test clip recorded and played back
- [ ] Timecode: mode set and jam sync with the sound recordist checked
- [ ] Lens mount clean and without play; mount back focus checked
- [ ] Fan noise acceptable in a quiet room, including while recording
- [ ] Video outputs (SDI, HDMI) working; overlays, frame lines and LUTs loaded
- [ ] Buttons, dials and REC working, including from the remote and the handles

NOTES

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03 Lenses

- [ ] Front and rear elements clean: no scratches, bubbles, stains or fungus
- [ ] Infinity focus and collimation checked on the lens projector
- [ ] Focus scale accurate: tested at several distances with a focus chart and a tape measure
- [ ] Iris ring smooth and T-stops correct
- [ ] Rings without play, gears intact, no mechanical noise
- [ ] Sensor coverage in the chosen format: no vignetting in the corners
- [ ] Zooms: focus holds through the whole range (tracking) and the optical axis does not shift
- [ ] Front and rear caps present; cases in good order

NOTES

04 Lens accessories

- [ ] Matte box: flags, filter trays and adapter rings for every lens
- [ ] Filters as per the list, clean and unscratched; sizes compatible with the matte box
- [ ] Heavy ND test: no infrared contamination in the blacks
- [ ] Mechanical follow focus: no play, marking discs available
- [ ] Wireless follow focus: motors, lenses mapped, signal range tested
- [ ] Lens supports for zooms and heavy lenses

NOTES

05 Monitoring

- [ ] Operator and focus monitors: brightness, LUTs and tools (false colour, peaking)
- [ ] Wireless video: range, latency and free channels tested
- [ ] Director’s monitors (video village) with the same LUT as the camera
- [ ] Spare video cables

NOTES

06 Power

- [ ] Batteries: enough for the day, all charged, cycles and condition noted
- [ ] Chargers and mains power supplies working
- [ ] Power cables (D-Tap, 2-pin, Lemo) and power distribution checked
- [ ] Run-time test of the full build

NOTES

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07 Camera support

- [ ] Fluid head or geared head: drag and counterbalance
- [ ] Tall legs, baby legs and high hat; plates and balance sliders
- [ ] Handles, shoulder rig, mini tripods and quick-release mounts
- [ ] Stabilisers if planned (Easyrig, Steadicam, gimbal): balanced with the real build

NOTES

08 Media and data

- [ ] Cards or SSDs: quantity, formatted in camera, record and read-back test
- [ ] Card readers and cables for the DIT
- [ ] Data workflow agreed with the DIT: double backup, checksum verification, file naming
- [ ] Labels and card numbering system agreed

NOTES

09 Expendables

- [ ] Cleaning kit: blower, lens tissue, lens fluid
- [ ] Coloured tape for marks, markers, labels
- [ ] Slate (or smart slate) and test charts: 18% grey, colour, focus
- [ ] Tape measure, screwdrivers, hex keys and spanners; bags and flight cases in order

NOTES

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10 Camera tests

- ☐ Exposure test: underexposure and overexposure latitude
- ☐ Colour test with chart and skin tones, under the project's lighting
- ☐ Tests of the lenses and diffusion filters chosen by the DP
- ☐ Test of the whole chain to post: from camera to DIT to colourist

NOTES

11 Lens sheet

LENS	SERIAL NO.	INFINITY	SCALE	IRIS	GLASS	NOTES
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	

Replaced or missing items

Notes

1ST AC

REPORTED TO THE RENTAL HOUSE (CONTACT)

DATE

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