

Vista Foundation 48Hours

[Team Name]

All info: www.48hours.co.nz.

Please read the [rules](#).

Remember

48Hours is fast and furious. Keep healthy and stay safe. Everyone is responsible for health and safety. There will be a [health and safety crew briefing](#) every morning and identify any risks and hazards and check in with each other. Stay safe and be kind

_____ will have a first aid kit. If you feel sick or have allergies, let them know.

FIRST AID / HEALTH AND SAFETY

- Assign a health and safety officer on your shoot - report all hazards to this person
- Have morning [health and safety crew briefing](#) and check in with everyone
- Have a First Aid Kit on set - identify them to everyone
- [AED Locations](#) - Know your closest AED location
- Call the non-emergency police number (#105) if you are going to do anything that might alarm the public, especially with any fake weapons.
- Check weather report
- Take care with all equipment
- Do not drive if tired, all drivers must have a current legal drivers license

Remember:

- Get performance and location release forms signed
- Take BTS and production photos
- Phones on silent on set

Producer/Team leader name:

Producer/Team leader email:

HQ BASE - Production and Post-production Bases

Production address:

Contact person and number:

Post-production base:

Contact person and number:

BRING:

Useful items: Sunscreen, umbrellas, insect repellent, wet weather gear, thermos flasks, warm clothes, torch, fold out chairs, proper shoes/boots, phone chargers, batteries, cables, hot water bottles, blankets.

LOCATIONS

Please note the regional location information on the 48Hour website. Refer to the region you are participating in: <https://www.48hours.co.nz/regional-info/>

Location:

Location contacts:

Emergency evacuation plans/Gathering spot:

MAKE UP & WARDROBE

Consider: Actors bring their own makeup/wardrobe options.

Bring:

PROPS

Consider: Crew bringing any special props they have

Bring:

CATERING

- If you have any allergies/special requirements let Producer/Unit know
 - BYO food and drink Friday and Sunday night.
 - Food could be provided Saturday and Sunday breakfast and lunch. Give \$ to Producer if you are participating
 - Bring your own mugs and water bottles
 - Unit Manager to provide unit gear – thermos, hot water bottles etc.
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VEHICLES

- Gear vehicle:
Driver:
 - Transport vehicle:
 - Driver:
-

CONTACTS

[illegible]

Schedule for the Shoot Weekend

FRIDAY

Sunrise:

Sunset:

HQ Address:

Before 5pm

- Collect equipment
- Setup postproduction gear at post HQ
- Set up main HQ

5pm

- Anyone who needs to set things up come set things up

6pm

- Crew welcome at HQ. Dinner/Snacks

7pm

- Genres & elements announced
- Brainstorm session

8.30pm/9pm

- Stop brainstorm – Writers begin writing
- Crew – Head home unless you're needed
- Production team, Art Dept and Wardrobe organise what you can

SATURDAY

Sunrise: Sunset:

Weather:

HQ address:

4am/5am

- Start scheduling and sorting actors
- Let VFX know about any VFX (optional)
- Art Dept/Wardrobe sort props/costumes/locations (This may happen late in the evening or early on Sat- depending on the script.)

6am

- Script finished
- All actors and locations confirmed
- Production schedule done

7am - Onwards

- Crew and required cast arrive at Home base
- Breakfast 8am
- Shoot all day. Production schedule to be advised first thing in the morning
- Runner to transport footage back to editor at POST HQ to begin edit
- Get a crew photo and BTS photos

Evening

- Finish shoot
- Crew pack up gear and then head home and sleep
- Ingest remaining footage and back up Data
- Editor continues editing

SUNDAY

Sunrise: Sunset:

Weather:

POST-PRODUCTION BASE:

5am/6am

- Director/Editor 2 takes over editing so the editor can sleep (optional)

7am

- Breakfast
- Sound post person work out what will be needed for audio
- Organise any actors for voice overs (if needed)

9am

- Export visual draft for sound, music, colour, VFX
- Send any files for VFX
- Edit polishing with editor and director

Noon

- Edit finished - PICTURE LOCK
- Export picture lock for sound, music, colour
- Split project – colour grade & begin mixing sound

- Copy of project to graphics and VFX for titles and effects
- Producer arrive and sort cleanup and final production paperwork online
- Fill in online wrap-up form
- Check release forms
- Prepare hand in stuff
- Colour grade finished and SFX added
- Combine audio and colour grade projects.

4pm

- Complete sound mix
- Add in finished titles

5pm

- Backup export – watch on tv.
- Producer finishes 48Hour paperwork, has hand in stuff ready.
- Add any final changes

6pm

- Final export
- Create Checksum of file
- Upload on 48Hours website before 7pm

7pm

- Wrap!

GEAR **[SEPARATE BY RENTED/OWNED]**

Production equipment:

Camera/grip:

-

Lighting:

-

Post-production equipment:

Edit:

-

Colour grade:



Harddrives:



Audio:

