

APPENDIX: FILMMAKER'S CHECKLIST

The cinematographer is responsible for selecting, ordering, preparing, and maintaining (with the technical crew's assistance) all camera and support equipment deemed necessary for the production.

When ordering the camera package, it is important to include all items needed to photograph the project. The following lists include key elements typically requested.

CAMERA BASICS: (FROM GROUND UP)	CAMERA ACCESSORIES:	SUPPLIES:
<ul style="list-style-type: none"> ▪ Spreader ▪ Hi-hat ▪ Tripods (standard and baby) ▪ Tripod head ▪ Camera body (and a backup camera body whenever shooting in remote locations) ▪ All necessary cables ▪ Magazines (small and large) ▪ Lenses (primes, zooms) ▪ Zoom motor and control ▪ Follow-focus unit ▪ Matte box ▪ Filters and holders ▪ Changing bag or tent 	<ul style="list-style-type: none"> ▪ Adapter plates (quick-release, dovetail/balance, riser, tilt) ▪ External speed and sync control ▪ Remote control for aperture, shutter angle and ramping ▪ Electronic focus control or rangefinder ▪ Set of hard mattes, eyebrow ▪ French flag ▪ Handheld accessories (matte box, follow-focus, shoulder pad, viewfinder, magazines) ▪ Viewfinder extender and leveller ▪ Barneyes ▪ Rain shields ▪ Obie light ▪ Assistant light ▪ Videotape ▪ Monitor ▪ Recorder ▪ Time code device 	<ul style="list-style-type: none"> ▪ Film stock ▪ Light meter ▪ KODAK Gray Card Plus ▪ Camera reports ▪ 100-ft (30 m) camera spool* ▪ 200-ft (61 m) camera spool* ▪ Spare film cores (6 minimum) ▪ Empty film cans ▪ Black lab-pack bags ▪ Labels ▪ Assorted filters (85, 81EF, LLD, complete set of neutral density filters; yellow filters Nos. 2 thru 8 for B/W film) ▪ Black camera tape ▪ White cloth camera tape ▪ Cloth camera tape ▪ Paper tape ▪ Highest quality gaffer's tape (NOT duct tape) ▪ Lens tissue ▪ Lens-cleaning solvent ▪ Camel-hair lens brush ▪ Cleaning swabs ▪ Orangewood sticks ▪ Camera oil ▪ Clapper/slate ▪ Spare camera fuses ▪ Canned air ▪ Insert slate ▪ Log sheets ▪ Dental mirror ▪ Magnifier
		<p>*Load and unload all camera spools in subdued light</p>

UTILITY BAG:	TOOLS FOR CAMERA MAINTENANCE:	MAINTENANCE TOOLS:
<ul style="list-style-type: none"> ▪ SANFORD SHARPIE, both fine and ultra-fine point ▪ Ear syringe ▪ Felt markers ▪ Grease pencils ▪ Pens and pencils ▪ Chamois ▪ Chalk ▪ Small mag-type flashlight ▪ Magnifying glass ▪ Masking tape ▪ Scissors ▪ Tweezers ▪ Orange sticks ▪ American Cinematographer Manual ▪ Pencils and ballpoint pens ▪ Screwdrivers ▪ Paint brush (1-inch size with tapered bristles is preferred) ▪ Leak-proof precision oil can (the kind that looks like a fountain pen) ▪ Rubber bands ▪ Black cloth ▪ Magazine belt clips and pick 	<ul style="list-style-type: none"> ▪ Longnose pliers ▪ Diagonal cutters ▪ Channel lock pliers ▪ Screwdrivers—standard and Phillips head ▪ Jeweler’s screwdriver set ▪ Allen wrenches ▪ Open end and box wrench sets ▪ Files (for metal and wood) ▪ Pocket knife ▪ “C” clamps 3-in. (7.5 cm) ▪ Spring clamps ▪ Scriber ▪ 1/4 x 20 screws 1 and 2 1/2-in. long ▪ 3/8 x 16 screws 1 and 2 1/2-in. long ▪ Tape measures (one 12 ft and one minimum 50 ft) ▪ Voltmeter (with adequate range to cover anticipated voltages) ▪ Electrical tape ▪ Ground adapters (both the 3-pin plug adapter and water pipe clamp types) ▪ Electric drill and bits, up to 3/8 in. (0.75 cm) ▪ DREMEL Tool Kit and bits ▪ Soldering iron and solder ▪ Batteries: AA (12), AAA (12), 9V (4), and at least (2) spare batteries for light meter ▪ Small and medium crescent wrenches ▪ Expansion bit (and bit brace, if not electric) ▪ KODAK Gray Card Plus ▪ Canned air ▪ Blank camera reports ▪ Clapper board 	<ul style="list-style-type: none"> ▪ Steady tester or registration chart ▪ Flange gauge ▪ Crystal strobe gun