**Tool: Task List Camera Operator**

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| **Task List Camera Operator:** |
| **Development**  ❑ Research visual imagery from works of art and other films/videos |
| **Pre-production**  ❑ Determine what camera equipment is required  ❑ Test and familiarize with camera equipment prior to filming  ❑ Discuss lighting ideas with lighting department  ❑ Discuss camera movement ideas with director  ❑ Create department schedule and budget |
| **Production**  ❑ Bring all required camera equipment to set  ❑ Set up camera, sets white balance, test recording  ❑ Operate camera. Ensure smooth movements and camera focus  ❑ Make sure there is enough video tape in camera before each take  ❑ Advise director of the quality of the video recordings  ❑ Create field footage reports clearly identifying what was shot  ❑ At the end of the day/shoot carefully return camera equipment |
| **Post-production**  ❑ Liaise with editor to identify all recorded footage  ❑ Re-shoot missing scenes or images (if required)  ❑ Research additional video material (stock video footage)  ❑ Send ‘thank you’ cards for borrowed equipment |
| **Distribution**  ❑ Videotape interviews for electronic press kits |