

## Production Meeting Agenda

Shoot Title:	Digi-Pak
Date of Meeting:	December 15th 2015
Date of Shoot:	December 18th 2015
Time of Shoot:	12.30pm
Shot List:	<p>Extreme long shot- Ellie in amongst the reeds</p> <p>Long shot- Ellie amongst the reeds</p> <p>Mid shot- Ellie amongst the reeds</p> <p>Close up- Ellie lying on the grass</p> <p>Wide shot- Looking out to sea</p> <p>Long shot- Ellie looking away from the camera</p> <p>Mid shot- Ellie looking away from the camera</p> <p>Wide shot- The sea</p> <p>Close up- Woodland rope swing</p> <p>Establishing shot- Woodland</p>

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Performers:	Ellie	Contact Details: <a href="mailto:02brushe01@web.grammar.sch.gg">02brushe01@web.grammar.sch.gg</a>
Costume / Make up	Ellie -Subtle but natural make-up -Straight hair, not tied up	Who's Responsible? Ellie- To do her make-up/hair Lauren/Amba/Georgina- Remind Ellie what she needs
Props	n/a	Who's Responsible?
Equipment	DSLR Camera Tripod SD Card	Who's Responsible? Amba- To collect equipment from school
Transport	Who Requires? Lauren Amba	Who's Responsible? Arrange own transport for the both of us. (Parents)