

PRODUCTION SOUND DEPARTMENT PREP INQUIRY SHEET:

The following questions will be needed to determine the proper gear, set-up and an accurate quote for your show:

THE SCOPE:

- What is your proposed budget for sound?
- Who am I working for? (Who is the client? Who are the producers? What is the studio?)
- What type of shoot is this (Feature, Short, Commercial, Corporate, Series, Pilot Narrative, Reality, Documentary)?
- What is the expected audience and where is this project intended to go (festival, screen, VOD, online, broadcast, web)?
- Is this union or non-union?
- What is the size of the crew?

THE SET-UP:

- Can I read a script? Please send this to me before I give you a final quote. If an NDA is required, please send that along as well.
- What is the largest number of actors in a scene (or rather how many wireless do you think we need)? Note, I will read the script and determine this as well.
- Will I get a boom op or sound utility?
- How many cameras will we be using?
- Do you have any complicated setups for shots plans? Run n gun, One take steady-cam/handheld/etc all over a room/location, heavily reflective rooms, multiple camera shots, plans to do Wide & tight shots simultaneously or any other specials setups that might affect how I capture sound?
- What Cameras will we be using?
- Do you want SMPTE sync boxes or SMPTE Smart Slate?
- Do you want audio hops to the cameras and/or scratch mics on the cameras?
- In case I have any questions, may I have the direct contact to the Camera Department to ensure that we have everything we need? This is especially crucial if there are no prep days.
- Do you require Comteks/IFB (ears for Director and Producers)? How many?
- Do you have a Post team? Can I have his/her direct contact in advance to be sure they have everything they need?

LOCATIONS:

- Where will we be shooting?
- How mobile do I need to be? ... How many locations in one day? Are there any tight spaces, small sets? 2+ story locations with no elevators?
- Are there interior and exterior scenes? If exterior, what time of year/what is the average weather like in that area? Note any foreseeable weather (wind, rain, snow, sun, thunder, hot, cold).
- Will any days be in excess of 60 miles or 2 hours from Los Angeles? Will there be multiple days or days in excess of 12 hours at these locations? If so, a conversation about accommodations will be required.
- Will there be prep days or Travel Days?
- If so, will I be included in any of the location scouting? This is highly recommended to ensure that we won't have any issues on the day. However, if this cannot be accommodated, I would love to talk to production in advance regarding any problems.

NOTES FOR LOCATION SCOUTING:

Common things overlooked: Loud Generators or machines that need to be ensured they can turn off, Nearby traffic and the worst hours of it (can the street be shut down), Construction (find out if there will be any in the weekend), Airplane routes overhead (especially an issue when trying to get magic hour shots), Nearby schools, Events happening during the shoot days, Weekend vs Weekday noise, Night vs Day noise, are the interiors carpeted, concrete or super reflective. Please note any nearby sounds that could be potential issues.

Use <http://howloud.com/> to get a sense of what traffic and air traffic is like. If we are shooting exteriors and we are in or very near a red zone, please reconsider unless it is absolutely necessary. If the Air Traffic is listed as busy, please reconsider if you don't want me shouting "Plane" all day.