

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:

- Your **budget** & budget for sound?
- Who is (are) the **client** / studio / producer(s)?
- What **format** (Narrative, Doc, etc)?
- Where is this **project intended to air** (festival, theater, television, social)?
- **Union or non-union**?
- **Crew size**?

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 speaking actors** in a given scene?
- Does your budget allot for a **boom op / sound utility / A2**? Narrative projects I require a boom op minimally.
- How many cameras will we be using?
- Do you have a **shot list**? 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, rooms with lots of mirrors/reflections**, 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?
- What is your **sync plan** for post?
- Do you require **Comteks/IFB** (ears for Director and Producers)? How many?
- Please provide 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.
- Please provide the **direct contact to the Post Team** in advance, if lined up and available.
- Any **specialty requests or expectations** I should additionally aware of?

LOCATIONS:

Whenever possible and feasible, but especially on a narrative/feature, please include me on the location scout...otherwise:

- 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 any **overnights, odd hours** or **weekend shooting** planned?
- Any **exteriors**? And any **extreme environments** for those to be aware of (deserts, high winds, extreme high/low temperatures, etc)
- Will any days be in excess of **60 miles or 2 hours from Los Angeles**? Will there be **multiple 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**?
- Have you allotted for a **Per Diem** budget, if applicable?

NOTES FOR LOCATION SCOUTING:

Common things overlooked: **Loud Generators** or machines that need to be ensured they can turn off and planned placement for our generators. **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.