**SHOOT NAME: Collaboration / Interview Project Dates:**

**Production Crew:**

**Production Manager**

**Audio**

**Videographer(s)**

**Director**

**Interviewer(s)**

 **Other**

**Client Members**

 **Producer/Director**

 **Programmer**

 **Others**

**Other information:**

**How much time did each of the production crew spend on this project? List names and approximate time spent working on the project and/or in contact with the clients – do not include “random” chatting or time in class discussing it.**

**Preproduction: Getting to know your clients, discussing shoot arrangements with clients and planning the production with your team.**

**Capturing Video & Audio: includes getting/returning the equipment,**

**Rough Cut: Includes client approval time**

**Hand-Off and back-up/storage of files**