

# Video Shot Report

Video Title: \_\_\_\_\_ Date: \_\_\_\_\_ Ref: \_\_\_\_\_

Director: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Notes: (e.g. Scene setup, camera/sound setup, lighting, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Scene	Take	D N I E	Notes for Post Production	Use	Clip Ref:
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**Scene:** This number or other reference should correspond to the script.  
**Take:** Each time you film the scene, add a take number (e.g. Take 1, 2, 3...). The Scene Number and the Take Number should be filmed in the first frames (e.g. number on a clapperboard). Three takes are recommended for each scene. Start filming 10+ seconds of film before and keep filming 10+ seconds after the required footage to facilitate editing.  
**D N I E** Location Note: Mark D (day) or N (night), I (interior) or E (exterior).  
**Description and/or Remarks:** If the take is to be used, describe the key elements of the scene as necessary to help with post production and/or add notes about the take such as where to find the desired footage or any edits that may be required.  
**Use:** ✓ = Good Take. X = Discard. E = Editing Required.  
**Clip Ref:** This refers to any reference number available on the camera or tape to identify the clip or its location on film. With digital photography the last 4 or 5 digits may be sufficient to identify the shot.