

Produce a location shoot for productions

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**Overview**

This Standard involves producing a location shoot. This can be a complete programme or inserts to be included in a programme. It is about planning the shots, structuring the story, and working with the camera and sound crew on location. It is also about understanding camera formats and overseeing the transfer or transportation of data to the post-production facilities.

You will need to be organised to ensure that equipment is not mislaid, lost or broken.

You will need to demonstrate awareness of required timings for productions and ensure these are met. If the shoot is for a programme insert, you will need to know the style, format of the production and the length of piece required.

You may be working alone or you may need to plan for accurate crew and resources to meet production needs. It is important to ensure you work effectively to the agreed schedule and timings in order to capture the required shots.

It is also necessary to take environmental factors, such as heat, cold, rain or sand, into consideration when storing data as these may have an adverse effect on what has been captured.

This Standard is for those who work on location and can apply to Sound, Photography, Production or Director roles.

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### Performance criteria

#### *You must be able to:*

1. decide how to tell the story to comply with both content and style requirements of productions
2. select interviewees and contributors that are suitable for productions
3. approve the choice of locations against production requirements and check that relevant permissions have been secured
4. plan the content, structure, backgrounds and shot sizes of interviews to meet production requirements
5. plan location shots to create the most powerful images and revealing actuality possible
6. ascertain duration, aspect ratio and format the insert is to be shot in to meet production requirements
7. give crew or presenters a full briefing before the shoot, remaining open to their suggestions
8. decide on the equipment and materials needed, ordering and checking them before the filming day if filming alone
9. log and label all data in line with production requirements
10. capture and store data in a secure and appropriate manner
11. create multiple copies of captured data to meet production requirements
12. give clear directions to contributors, crew or presenters at appropriate times
13. make decisions that enable schedules to be maintained without compromising finished items when delays occur
14. choreograph presenters' pieces to camera to meet production requirements, deciding which supplementary questions are needed, and which questions need to be repeated as reversals
15. communicate exact technical requirements of the shoot to cast and crew prior to shooting
16. ascertain in advance if crew need to be unobtrusive and plan how to ensure this happens
17. ensure that appropriate procedures are followed to produce footage which is of broadcast standard
18. ensure that contributors and location owners sign consent and release forms at appropriate times
19. wrap locations, ensuring that they are left as you found them
20. pack and return equipment and materials to appropriate people straight after use

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21. confirm that post production personnel have received the captured data in the appropriate format
22. confirm that an accurate and current risk assessment has been carried out
23. produce effective photo stills and PR material for marketing the programme

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### Knowledge and understanding

*You need to know and understand:*

1. the technical factors of the shoot, including shooting format, shooting time base and aspect ratio, which need to be communicated to the crew in advance of the shoot
2. how, when and why a camera should be colour-balanced
3. if shooting widescreen, why and how to frame each shot to protect for transmission in television format
4. how to log and label data correctly
5. how to make the best use of time and resources to enable you to maintain high production values, whilst bringing the programme in on time and within budget
6. how to ensure that you comply with privacy and trespass laws on location
7. the need to be flexible and to respond to unfolding events on location
8. what shots you need to make a sequence which will cut together, and which will have no continuity problems
9. framing, composition, depth of field, and the capability of different lenses and cameras
10. how to ensure data is captured and stored appropriately on location
11. to create multiple copies of captured data and ensure they are not subject to weather or environmental issues.
12. when it is appropriate to use radio microphones, and the appropriate ones to use for the job
13. the expertise of contributors, crew and presenters and how to show that you recognise it
14. when lights are needed and where they should be safely and effectively positioned
15. exposure latitude, difficult light conditions and the impact of mixing interior and exterior light
16. how to get the best performance out of presenters and interviewees
17. how to interview contributors on camera
18. how to disguise the identity of an interviewee when necessary
19. the dangers of flashing images, and how to edit such sequences to ensure compliance with industry standards
20. how to undertake a risk assessment of the location and the

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- importance of repeating this if necessary
21. how to ensure that data is passed efficiently to post production personnel
  22. the marketing requirements for the production and how to capture effective publicity stills for future PR purposes

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**Developed by** Creative Skillset

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**Version Number** 2

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**Date Approved** March 2019

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**Indicative Review Date** March 2022

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**Validity** Current

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**Status** Original

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**Originating Organisation** Screen Skills (formerly Creative Skillset)

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**Original URN** SKSP26

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**Relevant Occupations** Arts, Media and Publishing; Production Coordinator; Production Managers

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**Suite** Production (FILM and TV)

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**Keywords** Television, Film, Production, Location

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