**Pre-Production Documentation Portfolio***Assignment 2.1*

Record of workgroup discussion

Personnel requirements

Location(s)

Permissions

Equipment to be used

Health and Safety Risk Assessment

Shooting Script

Storyboard

Formal written proposal to potential investors.

Record of Workgroup Discussion

Personnel requirements  
Who is going to do what - Filming, editing, acting – How did you come to make these decisions?

Location(s)

Permissions

Equipment to be used  
Describe the equipment you plan to use – you can use images from the Internet (Flip, dollies, tripods, iMac, iMovie, etc)

Health & Safety Risk Assessment

Shooting Script  
This needs to explain where you’re going to film on location, shots you will use, zooms, dolly shots, where the actors will move, any dialogue, different characters, etc.

Storyboard   
The storyboard is on another sheet.

Formal written proposal to potential investors

Write a formal letter asking for financial assistance in making a trailer for the town of Newmarket and the races. Find the name and contact details for Newmarket Town Council and make sure that you use a formal written tone.