

Industrial Visual Documentation Project Readiness Checklist

Client Name: _____ Project: _____

STAGE 1: DEFINING THE SCOPE

- **Objective:** Is the goal Brand Awareness, Training, or Investor Relations?
- **Audience:** Who is watching? (Technical experts, customers, or the general public?)
- **Output:** Website / Trade shows?
- **Language:** Will there be multiple languages in addition to English?
- **VO Gender:** Male / Female?
- **Locations:** Multiple or Single?

STAGE 2: SITE & SAFETY PREPARATION

- **PPE:** Are all staff appearing on camera equipped with clean, compliant safety gear?
- **Housekeeping:** Are the areas to be filmed cleaned and organized ?

STAGE 3: CONTENT & ACCURACY

- **Stakeholders:** Is there a designated "Subject Matter Expert" to verify technical steps?
- **The "Script":** Has the voice-over script been approved for technical accuracy?
- **Text Overlays:** Have we listed all machine names, capacities, and specs to be displayed?
- **Talent:** Are the staff members comfortable being filmed?

STAGE 4: PRODUCTION LOGISTICS

- **Power:** Is there access to charging points/power on the floor?
- **Operational Sync:** Is the production schedule aligned with machine run-times?

STAGE 5: APPROVAL GATES

- **Story Structure Approved?** (Yes/No)
- **VO Script Approved?** (Yes/No)
- **Visual Treatment & Script Approved?** (Yes/No)
- **Shot List Frozen?** (Yes/No)
- **Rough Cut Reviewed?** (Yes/No)