

Shot List Template

A compact planning sheet for small video shoots, creator projects, tutorials, interviews, and social clips.

Project Setup

Project	Date	Location	Director / Producer

Shot List

Fill this before filming. Use one row per setup or meaningful take, then mark Done on set.

Scene	Shot	Framing	Movement	Audio	Notes	Done
1						■
2						■
3						■
4						■
5						■
6						■
7						■
8						■
9						■
10						■
11						■
12						■

Before You Wrap

- Record 10 seconds of room tone or ambience.
- Capture one clean close-up, one wide safety shot, and one detail insert.
- Check focus, exposure, and audio before leaving the location.
- Back up media to at least two places before formatting cards.