**DAILY TASKS WHILE SHOOTING**

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| --- | --- |
| **TASK** | **MEMBER OF THE TEAM RESPONSIBLE** |
| Pre-shoot equipment check |  |
| SD card in camera |  |
| Batteries checked in everything |  |
| Journal, calendar, pen ready |  |
| Extra batteries |  |
| Footage dumped on computer |  |
| Charging battery for the next day |  |

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