

## Production Meeting Agenda

Shoot Title:	Shoot for Digipac
Date of Shoot:	11th November
Time of Shoot:	2:00pm
Shot List:	There is no shot list as I will simply be taking photos of the inside of a kaleidoscope.

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Performers:	No performers	Contact Details: N/A
Costume / Make up	Not exactly costume and makeup but I will be sketching and painting for the graphics	Who's Responsible? Mali Chatterton
Props	Kaleidoscope	Who's Responsible? Mali Chatterton
Equipment	Camera	Who's Responsible? Mali Chatterton
Transport	Who Requires? N/A	Who's Responsible? N/A

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Media & Film Department - Student Risk Assessment