



# ESSENTIAL GEAR PREP CHECKLIST

## ITEM CATEGORIES

### CAMERA BODY

- Power on, check sensor, inspect baseplate thread, secure cage/handles, and test ALL ports. (SDI, power, audio, TC)
- Dial in settings, LUTs, and buttons.
- If using multiple cameras, ensure settings are consistent.

### LENSES

- Conduct a visual inspection for scratches and dents.
- Verify aperture, focus, and zoom mechanics.
- **CRITICAL:** Check back focus/shimming using a focus chart at various marked distances.

### ACCESSORIES

- Test wireless follow focus (mapping lenses), wireless video, monitors, cables, and filters.
- Test matte box for vignetting, back plates/donuts, and mounting.
- Test remote start/stop functions.

### MEDIA & WORKFLOW

- Format ALL cards in-camera.
- Record a test clip on EACH card. (both slots if dual)
- **CRITICAL:** Download and check test footage to verify cards, reader, cables, computer, and codecs.

### POWER

- Test all batteries and chargers.
- Estimate battery run time during preparation.
- Confirm adequate quantity for the shooting day.

### SUPPORT GEAR

- Test tripod head for smooth pan/tilt and secure plate lock.
- Assemble and test handheld rigs, gimbals, and Steadicams.
- Balance the fully built camera on the tripod.

### SYSTEM INTEGRATION

- **CRITICAL:** Assemble the camera in ALL expected configurations (tripod, handheld, etc.) with all accessories attached.
- Check for cable length issues, mounting problems, obstructions, and balance.

### FINAL CHECKS

- Organize cables and apply labels/ID tape.
- Clearly label cases.
- Request and confirm the accuracy of the final inventory list before signing.
- Confirm that all production paperwork (insurance, etc.) is complete.
- Document the initial packing of cases with photos or video.