

# FILM CAMERA PREP CHECKLIST

**Production Title**

**Camera Rental Company**

## ***SPREADER***

Runners slide smoothly and lock in all positions.

Tripod points fit into spreader receptacles.

## ***TRIPODS – BABY & STANDARD***

Legs slide smoothly and lock in all positions.

Top casting accommodates the head base (flat or bowl).

Wooden legs are free from cracks and splinters.

## ***HIGH HAT OR LOW HAT***

Mounted on smooth flat piece of wood or other suitable material.

Top casting accommodates the head base (flat or bowl).

## ***FLUID HEAD***

Base fits top casting of tripod and locks securely (Mitchell flat base or bowl shape).

Camera lock down screw fits into camera body, adapter plate or sliding base plate.

Pan and tilt movement is smooth at all tension settings.

Tension adjustments for pan or tilt engage and do not slip.

Pan and tilt locks securely at all settings

Eyepiece leveler attaches to head securely.

Head contains a mounting bracket for the front box.

## ***DUTCH HEAD***

Easily mounted to main fluid head.

Tilt movement is smooth at all tension settings.

Tension adjustments for tilt engage securely and do not slip.

Tilt locks securely at all settings.

## ***GEAR HEAD***

Base fits tripod top casting and locks securely. (All gear heads should have a Mitchell flat base).

Camera lock down screw fits into camera body, adapter plate or sliding base plate.

Pan and tilt movement is smooth at all speed settings. Pan and tilt locks securely at all settings.

Gears shift smoothly.

Tilt plate operates smoothly and locks securely in all positions.  
(Only on gear heads with built in tilt plate.)

Eyepiece leveler attaches to head securely

Head contains a mounting bracket for the front box.

## ***SLIDING BASE PLATE***

Mounts securely onto head and adapter plate mounts securely onto camera.

Slides smoothly and locks in all positions.

# FILM CAMERA PREP CHECKLIST – page 2

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## CAMERA BODY

- Fits securely on head or adapter plate.
- Interior and exterior is clean and free of dirt and dust. Interior is free of emulsion buildup and film chips.
- Aperture plate, pressure plate and gate areas are clean and free of any burrs.
- Pressure plate is easily removable.
- Lens port opening is clean.
- Mirror is clean and free from scratches. (Do not clean mirror yourself)
- Magazine port opening is clean.
- On certain cameras, especially Panavision, electrical contacts in the magazine port opening are clean.
- Footage counter and tachometer function properly.
- On-off switch functions properly.
- The movement of the shutter, pull-down claw, and registration pin is synchronized.
- The mirror shutter stops in the viewing position when the camera is switched off.
- Pitch control functions properly to quiet camera.
- The variable speed switch functions properly.
- Ground glass is clean and is marked for the correct aspect ratio.
- Variable shutter operates smoothly through its entire range of openings.
- Doors close tightly and latches lock securely to protect from light leaks.
- Contrast viewing filter on eyepiece functions properly.
- Behind the lens filter slot is clear and free of any obstruction.
- Illuminated ground glass markings function properly and are adjustable in intensity. (If ground glass is removed, be sure to re-insert it properly.)
- Rain covers are available and fit properly for all lens and magazine configurations.
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## VIEWFINDER

- Long and short eyepieces mount properly and focus easily to the eye.
- Eyepiece heater and magazine heater functions properly.
- Eyepiece magnifier functions properly.
- Diopter adjustment functions properly.
- Contrast viewing filters work correctly.
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## FOCUS EYEPIECE

- Set eyepiece diopter for your vision.
- With lens removed, point camera at a bright light source.
- While looking through eyepiece, turn the diopter adjustment ring until the crosshairs or grains of the ground glass are sharp.
- If possible, lock the adjustment ring and mark it so that it can be returned to your setting if it should get moved.
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# FILM CAMERA PREP CHECKLIST – page 3

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## MAGAZINES

- Fit securely on camera body.
- Doors fit properly and lock securely
- Interior is clean and free of dirt, dust and film chips.
- Footage counter functions properly.
- Have different size magazines for various shooting situations.
- Magazine torque motor functions to properly to take-up film.
- Magazine heater (if available) functions properly.
- Electrical contacts on magazine are clean and function properly.

  
  

## CAMERA AND MAGAZINE BARNEYS

- Obtain proper size barneys for cameras and magazines.
- Check heated barneys to be sure that they function properly.

  

## SCRATCH TEST MAGAZINES

- Check all magazines on all cameras.
- Load a dummy load (approximately 20-30 feet) into each magazine.
- Place magazine on camera and thread film in camera.
- Run approximately 10-20 feet of film through the magazine.
- Remove film from take-up side and examine under bright light for any scratches. Check emulsion side and base side for scratches.
- When using high speed or variable speed cameras check magazines at various speeds.

  
  
  

## LENSES

- Contains the proper mount for the camera being used.
- Lens seats properly in camera body.
- Mirror shutter does not strike rear element of lens when spinning.
- Front and rear glass elements are clean and free from scratches.
- Front element coating is not scratched or worn away.
- Iris (t-stop) diaphragm operates smoothly.
- Focus gear threads properly.
- Focus distance marks are accurate.
- On zoom lenses the zoom motor operates smoothly.
- Zoom lens tracks properly. (See below)
- Lens shade mounts securely to each lens.
- Zoom lens holds focus throughout the zoom range.
- Matte box bellows fits securely around all lenses.
- Obtain various size rubber donuts to insure a tight seal with matte box.
- Support rods are proper size for the lens being used.

# FILM CAMERA PREP CHECKLIST – page 4

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## ZOOM LENS – TRACKING

- Place zoom lens on camera body.
- Look through lens and line up the cross hair of the ground glass on a point in your prep area.
- Lock the head so that the camera cannot pan or tilt.
- Look through lens and slowly zoom lens all the way in to telephoto and all the way out to wide angle.
- Look to see that the cross hair does not shift too noticeably from the original point. A small amount of shifting is acceptable.
- If there is too much shifting (up/down or left/right) have the lens checked before taking it.

## POWER ZOOM CONTROL & MOTOR

- Check that zoom motor is mounted securely to lens.
- Connect zoom control and motor and check that they function properly.
- Check all power cables to be sure that they are in working order.

## ALL LENSES – CHECK FOCUS

- Mount lens to camera.
- Set aperture (t-stop) to its widest setting.
- Using your tape measure, place a focus chart at a specific distance as marked on lens.
- Look through viewfinder and focus chart to your eye.
- Check that measured distance matches the eye focused distance.
- Check each lens at various distances including closest focusing point and infinity.
- When checking a zoom lens, set it to its most telephoto focal length for checking focus.

## MATTE BOX

- Mounts properly and securely to iris rods, camera body or lens.
- Operates smoothly with each lens.
- Does not vignette with wide angle lenses.
- Contains the proper adapter rings and rubber donut or bellows for each lens.
- Filter trays are the correct size and slide in and out smoothly.
- Rotating filter rings operate smoothly and lock securely in position.
- Geared filter trays operate smoothly.
- Swing away matte box operates smoothly.
- Eyebrow or shade mounts securely and can be adjusted easily.
- Hard mattes mount securely and are the correct size for each lens.

# FILM CAMERA PREP CHECKLIST – page 5

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## ***FOLLOW FOCUS MECHANISM***

- Check that follow focus mounts securely to iris rods or camera body.
- Engage follow focus gear to lens gear.
- Check that it operates smoothly with each lens.
- Have correct focusing gears for zooms and primes.
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## ***FOLLOW FOCUS ACCESSORIES***

- Check all accessories to be sure that they fit and operate smoothly – focus whip, speed crank, right hand extension, marking disks, etc.
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## ***FILTERS***

- All filters are correct size for matte box and lens shades being used.
- All filters are clean and free from scratches.
- Rotating polarizer operates smoothly.
- Filter set contains an optical flat.
- When using more than one camera, have enough filters for all cameras.
- Check graduated filters for hard or soft edge.
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## ***OBIE LIGHT OR EYE LIGHT***

- Mounts securely to camera and operates correctly at each setting.
- Spare bulb is included with light.

## ***LENS LIGHT (ASSISTANT'S LIGHT)***

- Mounts securely to camera and is easily adjustable.
- Spare bulb and power cable is provided.
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## ***PRECISION SPEED CONTROL***

- Mounts easily to camera and operates correctly for both high speed and slow motion.
- Spare power cable is provided.
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## ***HMI SPEED CONTROL***

- Mounts easily to camera and operates correctly for both high speed and slow motion.
- Spare power cable is provided.
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# FILM CAMERA PREP CHECKLIST – page 6

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## SYNC BOX

- Connect sync box and test to be sure that you can sync to computer screen or video monitor if necessary.
- Camera must have an adjustable shutter in order to properly use the sync box.

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## VIDEO TAP & MONITOR

- Connect video tap and monitor to be sure that you have proper image on screen.
- Obtain extra cables and connectors.
- Be sure that monitor can be powered from AC as well as battery power.
- Check On-Board Video Monitor if one is being used. Be sure that it mounts securely to the camera.

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## HAND HELD ACCESSORIES

- Obtain proper accessories and magazines if shooting any hand held shots – left and right hand grips, shoulder pad, light weight matte box, mini follow focus, on board or belt batteries, small magazines.
- Mount all accessories and check for proper fit and comfort of operator.
- Check hand grip with on/off switch to be sure that it functions properly.

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## REMOTE START SWITCH

- Connect to camera and be sure that it functions properly.
- Obtain extension cable for switch if necessary.

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## BATTERIES & CABLES

- Have enough batteries for all cameras and accessories.
- Check all cables for any frayed or loose wires.
- Check that there are no loose pins in the plugs or connectors.
- Check that all cables connect properly to camera body and batteries
- Obtain extra batteries if shooting in cold weather or when doing high speed work.
- Obtain proper charges for all batteries being used.
- Obtain extra power cables – each camera should have at least two power cables.

## ADDITIONAL ITEMS

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