

FILM CAMERA PREP CHECKLIST

Production Title	
Camera Rental Company	

SPREADER

- Runners slide smoothly and lock in all positions.
- Tripod points fit into spreader receptacles.
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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.
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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).
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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.
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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.
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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.
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SLIDING BASE PLATE

- Mounts securely onto head and adapter plate mounts securely onto camera.
- Slides smoothly and locks in all positions.
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FILM CAMERA PREP CHECKLIST – page 2

Production Title

Camera Rental Company

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

Production Title

Camera Rental Company

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.

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FILM CAMERA PREP CHECKLIST – page 4

Production Title

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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.

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FILM CAMERA PREP CHECKLIST – page 5

Production Title

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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

Production Title

Camera Rental Company

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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