

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. |
| 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. |
| 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. |
| |
| |
| |

CAMERA PREP CHECKLIST – page 2

PRODUCTION TITLE _____
CAMERA RENTAL COMPANY _____

| <i>CAMERA BODY</i> | |
|--------------------------------------|--|
| | 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. |
| | Rain covers are available and fit properly for all lens and magazine configurations. |
| | |
| <i>MAGAZINES</i> | |
| | 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. |
| | |
| <i>BARNEYS</i> | |
| | Obtain proper size barneys for cameras and magazines. |
| | Check heated barneys to be sure that they function properly. |
| | |
| <i>SCRATCH TEST MAGAZINES</i> | |
| | 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. |
| | |
| <i>FOCUS EYEPIECE</i> | |
| | 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 |
| | If possible, lock the adjustment ring and mark it so that it can be returned to your setting if it should get moved. |

CAMERA PREP CHECKLIST – page 3

PRODUCTION TITLE _____
CAMERA RENTAL COMPANY _____

| 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. | |
| 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. | |
| Eye brow or shade mounts securely and can be adjusted easily. | |
| Hard mattes mount securely and are the correct size for each lens. | |

CAMERA PREP CHECKLIST – page 4

PRODUCTION TITLE _____
CAMERA RENTAL COMPANY _____

| |
|--|
| <i>FOLLOW FOCUS MECHANISM</i> |
| 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. |
| |
| <i>FOLLOW FOCUS ACCESSORIES</i> |
| Check all accessories to be sure that they fit and operate smoothly – focus whip, speed crank, right hand extension, marking disks, etc. |
| |
| <i>FILTERS</i> |
| 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. |
| |
| <i>OBIE LIGHT OR EYE LIGHT</i> |
| Mounts securely to camera and operates correctly at each setting. |
| Spare bulb is included with light. |
| |
| <i>LENS LIGHT (ASSISTANT'S LIGHT)</i> |
| Mounts securely to camera and is easily adjustable. |
| Spare bulb and power cable is provided. |
| |
| <i>PRECISION SPEED CONTROL</i> |
| Mounts easily to camera and operates correctly for both high speed and slow motion. |
| Spare power cable is provided. |
| |
| <i>HMI SPEED CONTROL</i> |
| Mounts easily to camera and operates correctly for both high speed and slow motion. |
| Spare power cable is provided. |
| |
| <i>SYNC BOX</i> |
| 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. |
| |
| <i>VIDEO TAP & MONITOR</i> |
| 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. |
| |
| <i>HAND HELD ACCESSORIES</i> |
| 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. |
| |
| |

