Camera plan and camera cards

Camera list and shot cards by segment

VIRTUAL STUDIO EVENTS

Event

Venue

Date

Director

Camera supervisor

Version

Camera list

One line per camera.

Cam	Position	Mount	Lens	Operator	Shots it owns	Tally	ISO record	Comms channel	Notes
1	*FOH centre*	*Tripod, fluid head*	*Long zoom*	*A. Reyes*	*Presenter wide and medium; host to lectern*	*Yes*	*Yes*	*Ch 1 Prog*	*Clear of seated rows*
2	*Stage left, floor*	*Tripod*	*Standard zoom*	*M. Chen*	*Presenter close; panel left*	*Yes*	*Yes*	*Ch 1 Prog*	*Needs cable ramp*
3	*Audience riser, right*	*Tripod*	*Long zoom*	*P. Dunne*	*Panel right; Q&A audience mics*	*Yes*	*Yes*	*Ch 1 Prog*	*Riser 1.2 m*
4	*Stage front, low*	*PTZ on pole*	*Built-in zoom*	*Remote*	*Wide of room; audience reaction*	*Yes*	*No*	*Ch 2 Tech*	*Preset 1 to 6*

Camera cards

One line per camera per segment.

Segment	Cam	Shot	Framing notes	Move or cue	Cut away to	Notes
Welcome	*1*	*1*	*Host medium, head and shoulders, centre third*	*Hold*	*Cam 3*	*Eye line to lens*
Welcome	*2*	*2*	*Host wide, show the backdrop*	*Hold*	*Cam 1*	
CEO keynote	*1*	*3*	*CEO medium, left of frame for the slide*	*Slow push on key line*	*Cam 2*	*Wait for the pause*
CEO keynote	*3*	*4*	*Audience wide, include delegates left*	*Hold*	*Cam 4*	*Avoid phones*

Watermarked preview. Get the clean file free at www.virtualstudio.events/tech-camera-plan-template.html

Segment	Cam	Shot	Framing notes	Move or cue	Cut away to	Notes
Remote panel	*4*	*5*	*Wide of stage with screen showing callers*	*Hold*	*Cam 3*	*Preset 2*

How to use this

- Complete the Camera list first, then write the cards from the run order.
- Name each operator and give them their card on a clipboard.
- Mark ISO record as Yes for any camera you may need in the edit.
- Update the cards after rehearsal and before doors.

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