GRANARY DIGITAL

Assets

Every asset for the day. Give each one a set-up code from the Day plan.

Assets listed 0

No.	Asset	Format	Platform	Length (seconds)	Purpose (one line)	Set-up code	Talent	Approver
1	*Example: product hero still*	*Still*	*Website*		*Shows the product on the cove*	*Example cove*	*None*	*Brand manager*

PREVIEW granary.digital

Watermarked preview. Get the clean file free at www.granary.digital/guides.html

No.	Asset	Format	Platform	Length (seconds)	Purpose (one line)	Set-up code	Talent	Approver

PREVIEW granary.digital

Watermarked preview. Get the clean file free at www.granary.digital/guides.html

No.	Asset	Format	Platform	Length (seconds)	Purpose (one line)	Set-up code	Talent	Approver

PREVIEW granary.digital

Watermarked preview. Get the clean file free at www.granary.digital/guides.html

No.	Asset	Format	Platform	Length (seconds)	Purpose (one line)	Set-up code	Talent	Approver

PREVIEW granary.digital

Watermarked preview. Get the clean file free at www.granary.digital/guides.html

GRANARY DIGITAL

Day plan

Minutes for each set-up, the buffer, and whether the day fits.

Day starts	08:00	**Planned, with buffer (min)**	**195**
Working day (minutes)	600	**Does the day fit?**	**Fits**
Buffer for delays (minutes)	60	**Planned finish**	**11:15**

Set-up code	Assets in set-up	Set-up (min)	Shoot (min)	Reset (min)	Total (min)	Starts	Ends
Example cove	*1*	*30*	*90*	*15*	*135*	*08:00*	*10:15*
Buffer for delays					60	10:15	11:15
Total, with buffer	**1**	**30**	**90**	**15**	**195**		

PREVIEW granary.digital

Watermarked preview. Get the clean file free at www.granary.digital/guides.html

GRANARY DIGITAL

Content day planner

Count the set-ups first, then the assets. The set-ups decide how long the day takes.

How to use it, step by step

1. On the Assets tab, list every asset with its format, platform, length and one-line purpose.
2. Give each asset a set-up code. Two assets share a set-up when the same light, position, backdrop and talent serve both.
3. On the Day plan tab, type each set-up code in column A and the minutes to set up, shoot and reset. The asset count fills in from the Assets tab.
4. Keep the buffer row. Use it for late talent, a lost prop or a retake. Do not cut it to make the day fit.
5. Read the check at the top of the Day plan. If it says Does not fit, cut a set-up or move assets to a second day before you cut the brief.
6. Name the approver on the Assets tab and the time they will look at the rushes.

Notes

Set the Working day to the length of your shoot in minutes, and the first start time in the Day starts cell. Every start and finish time works from those two.

The Example rows are grey and italic. Delete them before you use the planner. Until you do, they count in the totals.

Times in a plan are for the exercise only. Agree set-up and reset times with the producer at the start, and keep the buffer in the plan from the first draft.

Format: Still, Clip, Interview, Cut-down or Testimonial. Use the drop-down in each cell.

PREVIEW granary.digital

Watermarked preview. Get the clean file free at www.granary.digital/guides.html