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Shot list

One row per shot, in the order you will shoot it. Group shots by set-up.

Shots listed	0	Shots done	0

Shot no.	Scene	Set-up	Shot size	Camera movement	Talent	Props	Location	Purpose (one line)	Status	Notes
Example	*Kitchen*	*Cove A*	*Close up*	*Static*	*Cook's hand*	*Pan lid*	*Cove*	*Shows the lid lifting*	*To shoot*	*Example row. Delete before use.*

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Shot no.	Scene	Set-up	Shot size	Camera movement	Talent	Props	Location	Purpose (one line)	Status	Notes

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Storyboard

One row per frame. Paste the drawing or still into the Frame column.

Shot no.	Frame	Caption	Approved by client?	Version
Example	*Insert the frame image here*	*The lid lifts at the cove, from the cook's side*	*Yes*	*v2*

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Shot no.	Frame	Caption	Approved by client?	Version

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Shot no.	Frame	Caption	Approved by client?	Version

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Shot list and storyboard

One sheet lists every shot, and the storyboard tab draws the frames that matter. Agree both before the day.

How to use it, step by step

1. Start from the brief and the approved script. If the script changes, update the list the same day.
2. Break the script into scenes. One scene is one place and one moment.
3. Write one row on the Shot list for each shot the edit needs, including the wide establishing shot, the cutaways and any insert such as a hand on a product.
4. Give each row a one-line purpose. Shows the lid lifting is a purpose. Nice shot is not.
5. Group the rows by set-up. Shots that share the same light, position and talent go in one block.
6. Storyboard the shots that carry the story or the product, on the Storyboard tab. Leave the rest as text.
7. Send both to the client and get written approval. Note the version approved in the Version column.

Notes

The Shot list is the working document on the day. The director or camera operator sets each shot's Status to Done, Re-shoot or Dropped as they go.

Keep shot numbers stable. Add letters for inserts (7A, 7B) and do not renumber after the shoot, so the editor's notes still match the rushes.

The Example rows are grey and italic. Delete them before you use the template. The counts at the top of the Shot list ignore them.

Shot size: Wide, Medium, Close up or Insert. Use the drop-down in each cell.

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