

WHAT DO THEY LOOK LIKE?

HAIR

...style: parted on R-side or L-Side; slant of bangs; which way was the wind blowing.
...long hair: in front of the shoulder or behind the shoulder.
...pushed behind which ear, with R-hand or L-hand.

HANDS

...into pants pocket: R or L or both; when placed into and when taken out of pockets; note whether jacket corners are in front or behind pants pockets.

...buttoning and unbuttoning jackets, coats shirts; how far with which hand.

...holding props: cigarettes, glasses, utensils, books- which way is the spine facing

...wearing eyeglasses: put on and taken off on which word and which action.

...wearing jewelry: rings on fingers; bracelets; watches; cuff links;

...picking up articles: cup (with or without saucer); on what word; sips taken before or after which word.

HANDS

...placed on hips: put up and taken down on which word.

...placed on doors: to open-or to close.

...holding telephones: R-hand to R-ear; L-hand to L-ear; R-hand to L-ear; and so on.

...gloves: wearing both; wearing on which hand and which hand holds the other; taking gloves off, which hand first and where placed.

...arms folded: L over R or R over L; tucked under armpits, or grabbing elbows.

...holding books, letters, envelopes or other objects: RH or LH; facing camera or away, handing objects to another actor or receiving objects from off camera: with which hand in which position of the object.

...placed on objects when shooting inserts.

...picking up objects: with RH or LH from CR or CL

...arms around another person: at waist, on shoulder; placed at which point in dialogue or action; and when removed.

LEGS

...crossed at knees, R over L or L over R; knee extended horizontally; knee covered with RH or LH or both hands
...crossed at ankles, R over L or L over R

MAKE-UP

...refer to injuries and how far along a bruise or other injury is.

...is someone made-up for a special night out; how is it different from their normal look.

INJURIES

...progressive or diminished makeup and bandaging according to script chronology
...on which side of the body does the injury occur.

WARDROBE/ACCESSORIES

...men's ties: position and size - watch for stripes

...shirts: collar button open or closed; buttoned down open or buttoned; cuff's loose, buttoned with links or rolled up.

...makeup soil: around the collar

...clothing under robes or jackets - collar in or out

...hats: position tilt on head- to L or R side; brim up or down; held in LH or RH; crown or hollow to camera

...collars: turned up or down.

...scarves: tied at front, or to L or R side.

WHAT ARE THEY DOING?

EATING/DRINKING

...handling food, dishes and utensils

...on what word or action are they eating or drinking

ENTRANCES/EXITS

...placement of people-who follows whom; pace when entering and exiting.

...carrying of props: in RH or LH; under L-Arm or R-Arm.

LAYING DOWN

...which way head lies: R-profile, L-profile or full face to camera

...position of pillows: open end of pillows to CR or CL (toward center of bed or to sides)

...long hair spread on pillow or under body
...position of cover: amount of sheet folded over blanket; covers pulled up to which part of body; color of linens.

MOTIONS

...leaning forward or backward or to the sides: CL or CR

PICKING UP OBJECTS

...with RH or LH, from CR or CL

RISING AND SITTING

...on which word or action they sat down or stood up

...note dialogue in standing and sitting positions; note level of eyes directed toward off-camera dialogue in each position

TURNS

...head moves to R or L shoulder (clockwise or counterclockwise)

...body turns on R or L shoulder (clockwise or counterclockwise)

WALKING

...on what word did they start or stop walking

...match overt gestures while in movement and during dialogue

WHAT'S AROUND THEM?

DOORS

...placement in set: at BG wall; at CR or CL

...which way doors open: toward or away from camera

...double doors: does CL or CR panel open
...shooting at doors from EXT to INT and vice versa: placement of hinges and doorknobs

...position of doors: open, closed, or ajar - before, during or after action and/or dialogue

...door numbers should correspond with script
...glass door: note activity and lighting in BG

FURNITURE

...pillows on sofas and chairs: placement of shapes and color rotation.

...position of chairs: with seats or backs to camera.
...placement in relation to camera angles.

PRACTICAL LIGHTS

...lamps: lit or unlit; CL or CR.

...candles: lit or unlit; position and size of burn-down.

PROPS

...time on clock; reset for every passage of story time

...dates on calendars: indicated in the script or mentioned in dialogue.

...contents of a glasses: level and color

SET DRESSING

...note proximity of details (at BG, FG, or either side) surrounding person or object being photographed.

SIGNS

...numbers and logos: to correspond with dialogue or business in script

VEHICLES

...traveling close shots must match traveling long shots: elbows or hands on door windows; hand position on steering wheel
...windows up or down; which direction is vehicle facing if still
...wipers on or off; headlights on or off

WINDOWS

...placement in set: on which wall - BG, CL or CR.

...draperies and blinds: open or closed-fully or partially drawn.