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| **Equipment**  Checklist | | | | |
| **🗸** | **VIDEO** | **🗸** | **QUICK FIX KIT** |
|  | Panasonic 4K Camcorder |  | 10 x AAA Batteries |
|  | 3 x Panasonic Batteries |  | 10 x AA Batteries |
|  | Dual Panasonic Wall Battery Charger |  | 2 x iOS Cables (and USB plugs) |
|  | Canon PowerShot S120 Digital Camera |  | 2 x Android Cables (and USB plugs) |
|  | 3 x Canon Batteries |  | Blue Tac |
|  | Canon Wall Battery Charger |  | Sticky Tape |
|  | 3 x SLIK Tripods |  | Safety Pins (various sizes) |
|  | SanDisk Extreme Pro 128GB |  | Lens Cleaning Cloth |
|  | GripGear Movie Maker 2 Set |  | Hairbrush, Hair Pins & Bands |
|  | GripGear Micro Dolly |  | Makeup (BB Cream, Powder, Blush and Gloss) and Brushes |
|  | GripGear Extra Track |  | Tissues |
|  | GripGear Remote Control |  | Makeup Wipes |
|  | Clamps |  |  |

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| **🗸** | **AUDIO** | **🗸** | **LIGHTING** |
|  | Rode Shotgun Microphone (attaches to Panasonic 4K Camcorder) |  | 2 x Neewer 5400k Dimmable LED Video Light Lamp |
|  | Takstar Shotgun Microphone (attaches to iPad with HD Audio Recording software) |  | 2 x mini Tripods (used with LED Video Light Lamps) |
|  | iPad with HD Audio Recording software |  | 2 x Spotlights (with reflectors) |

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| **🗸** | **MISCELLANEOUS** |
|  | 10 plug Extension Board |
|  | 10m Extension Cord |
|  | ACER Laptop |
|  | Clapper Board with Chalk Markers |

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| **A group of people in a room  Description automatically generated Props**  Checklist | |
| **🗸** | **DAY 1 (Saturday – 18.05.2019)** |
|  | Certificate (rolled up and tied with a red ribbon) |
|  | Champagne coloured Roses tied in a posy style with a champagne ribbon |
|  | Hand-held SOLD sign |
|  | Swaddled Baby Doll |
|  | Baby Bottle containing milk |
|  | Award Plaque |

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| **🗸** | **DAY 2 (Saturday – 25.05.2019)** |
|  | Two medium paper coffee cups |
|  | QC’s case file |
|  | Clipboard |
|  | Paperwork |
|  | Handkerchief |

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| **🗸** | **DAY 3 (Sunday – 26.05.2019)** |
|  | Handcuffs |
|  | Scotch Glass (containing iced tea) |

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| **Set Design**  Checklist | | | | | | | | | | |
| **🗸** | **ENTRANCE** | **🗸** | **MORNING ROOM** | **🗸** | **SALA** | **🗸** | **PERGOLA** | **🗸** | **FRONT PATH** | |
|  | Black Console Table |  | Bar: |  | Glass Coffee Table: |  | Wooden Table: |  | N/A | |
|  | Black Chiffon Scarf |  | * Bottle Opener |  | * Green Runner |  | * Green Tablecloth |  |  | |
|  | Black Tablecloth |  | * Champagne Bucket |  | * Silver Platter |  | * Silver Platter |  |  | |
|  | Candelabra |  | * Champagne Bottles |  | Scatter Cushions |  | Scatter Cushions |  |  | |
|  | Candles |  | * Cocktail Glasses |  |  |  |  |  |  | |
|  | Champagne Roses |  | * Ice |  |  |  |  |  |  | |
|  | Condolence Book |  | * Red Wine Bottles |  |  |  |  |  |  | |
|  | Gold Pen |  | * Scotch Glasses |  |  |  |  |  |  | |
|  | Rose Bowl |  | * Whisky Bottle |  |  |  |  |  |  | |
|  | Silver Photograph Frame |  | * Wine Glasses |  |  |  |  |  |  | |
|  | Urn |  | Buffett: |  |  |  |  |  |  | |
|  |  |  | * White Tablecloth |  |  |  |  |  |  | |
|  |  |  | * Sandwiches |  |  |  |  |  |  | |
|  |  |  | * Tea Cakes |  |  |  |  |  |  | |
|  |  |  | * Napkins |  |  |  |  |  |  | |
|  |  |  | * White Plates |  |  |  |  |  |  | |
|  |  |  | * 2 x Platters |  |  |  |  |  |  | |
|  |  |  | * 3 Tier Cake Stand |  |  |  |  |  |  | |
|  |  |  | Chair Pillow |  |  |  |  |  |  | |
|  |  |  | Coffee Table: |  |  |  |  |  |  | |
|  |  |  | * Bear Statue |  |  |  |  |  |  | |
|  |  |  | * 2 x Candles |  |  |  |  |  |  | |
|  |  |  | * Circular Mirror |  |  |  |  |  |  | |

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| **Wardrobe**  Checklist | | | | | | | | | | |
| **DAY 1 (Saturday – 18.05.2019)** | | | | | | | | | | |
|  | **🗸** | **21 YEARS** | **🗸** | **25 YEARS** | **🗸** | **27 YEARS** | **🗸** | **29 YEARS** | **🗸** | **40 YEARS** |
| **MORGAN** |  | Black Mortarboard Hat |  | White Dress |  | Coloured Top |  | Pale Dress |  | White Shirt |
|  | Black Cloak |  | White Veil |  | Dark Short Skirt |  | Flat Shoes |  | Black Skirt |
|  | Pale Dress |  | Tiara |  | Converses |  |  |  | Black Cloak |
|  | High Heels |  |  |  |  |  |  |  | Good Jewellery |
| **JOHN** |  | Dark Suit |  | Black Tux |  | Short Sleeved Shirt |  | Cream Jumper |  | Dark Suit |
|  | Coloured Shirt |  | White Shirt |  | Jeans |  | Chinos |  | White Shirt |
|  | Tie |  | Cufflinks |  | Casual Shoes |  | Casual Shoes |  | Tie |
|  | Business Shoes |  | Bow Tie |  |  |  |  |  | Business Shoes |
|  |  |  | Business Shoes |  |  |  |  |  |  |
| **GWEN** |  | Black Tee |  | Bridesmaid Dress |  | Pale Top |  | Pale Tee |  | Floral Dress |
|  | Black Skirt |  | High Heels |  | Shorts |  | Smart Slacks |  | Shawl |
|  | Black Belt |  |  |  | Converses |  | Flat Shoes |  | Wedges |
|  | Flat Shoes |  |  |  |  |  |  |  | Cheap Jewellery |

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| **DAY 2 (Saturday – 25.05.2019)** | | | | | | | | | |
| **🗸** | **MORGAN (Flashback)** | **🗸** | **MORGAN (Wake)** | **🗸** | **GWEN (Flashback)** | **🗸** | **GWEN (Wake)** | **🗸** | **ASTARA** |
|  | White Shirt |  | Black Dress |  | Floral Dress (too big) |  | Black Shirt |  | Flowing Dark Gown |
|  | Black Skirt |  | Black High Heels |  | Shawl |  | Black Skirt |  | Subdued Bling Cross |
|  | Black Cloak |  | Gold Jewellery |  | Wedges |  | Black Wedges |  | Sandals |
|  | Good Jewellery |  |  |  | Cheap Jewellery |  | Cheap Jewellery |  |  |

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| **DAY 3 (Sunday – 26.05.2019)** | | | | | | | |
| **🗸** | **MORGAN** | **🗸** | **GWEN** | **🗸** | **ASTARA** | **🗸** | **DETECTIVE JARRETT** |
|  | Black Dress |  | Black Shirt |  | Flowing Dark Gown |  | Long Overcoat |
|  | Black High Heels |  | Black Skirt |  | Subdued Bling Cross |  | White Shirt |
|  | Gold Jewellery |  | Black Wedges |  | Sandals |  | Tie |
|  |  |  | Cheap Jewellery |  |  |  | Suit Pants |
|  |  |  |  |  |  |  | Business Shoes |
| **🗸** | **COURTNEY** | **🗸** | **MAX** | **🗸** | **JOHN** | **🗸** | **NATALIE & BARB** |
|  | Black Top |  | Dark Suit |  | Dark Suit |  | Dark Smart Clothing |
|  | Black Tailored Pants |  | White Shirt |  | White Shirt |  | Subdued Jewellery |
|  | High Heels |  | Dark Tie |  | Dark Tie |  |  |
|  | Tiffany Jewellery |  | Business Shoes |  | Business Shoes |  |  |