場記表

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| 影片名稱： | | | 拍攝日期： | | | | | 天氣： | | | 場記： | | |
| 拍攝場景： | | | 拍攝地點： | | | | | 晨 日 系 夜 | | | 內景 | 外景 | |
| 攝影機型號 / 編號： | | | | | 攝影師： | | | | | 鏡頭： | | | |
| 光圈： | | | | | 快門： | | | | | 濾鏡： | | | |
| 角色： | | | | | 服裝： | | | | | 道具： | | | |
| 拍攝場景配置圖： | | | | | | | | | 影部： | | | | |
| 聲部： | | | | |
| 備註： | | | | |
| Scene 場次： | | | | | | Slate 鏡號： | | | | 拍攝帶編號： | | | |
| 次數  Take | Time code(in) | Time code(out) | | 長度 | | 結果  OK、NG、KEEP | NG 理由 | | | | | | 備註 |
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| TOTAL |  |  | | 小計 | |  |  | | | | | | 頁數： |