Event Drone Video Planning Checklist

Use this checklist with your event schedule and drone provider. Complete the planning details early enough for the operator to assess the location, prepare the shots and address flight requirements.

EVENT NAME

EVENT DATE AND TIMES

VENUE AND COMPLETE ADDRESS

EVENT PLANNER

1. PURPOSE AND COVERAGE

- [ ] Confirm how the footage will be used: recap, promotion, news, documentation or another purpose.
- [ ] List the must-have aerial shots and the shots that would simply be helpful.
- [ ] Identify the moments that require exact timing, such as a product reveal, presentation or performance.
- [ ] Confirm whether crowd size, venue layout, branding, arrivals or attendee movement should be documented.
- [ ] Tell the operator where the finished video will be published or presented.

2. LOCATION AND FLIGHT PLANNING

- [ ] Provide the exact venue address, event date and operating times.
- [ ] Confirm that the venue or property owner permits drone operations.
- [ ] Ask the operator to review the airspace and any temporary flight restrictions.
- [ ] Allow enough lead time for any required FAA authorization.
- [ ] Identify buildings, trees, power lines and other site obstacles.
- [ ] Confirm approved takeoff and landing areas with the venue.

3. CROWD AND VENUE SAFETY

- [ ] Estimate attendance and identify where guests will gather or move.
- [ ] Set aside a secure takeoff and landing zone that guests cannot enter.
- [ ] Identify unoccupied areas that may provide safer flight paths.
- [ ] Inform the operator about roads, parking areas and vehicle movements.
- [ ] Coordinate with venue management and event security.
- [ ] Arrange access before attendees arrive when empty-venue footage is required.
- [ ] Confirm who can temporarily control an area if the flight plan requires it.

4. TEAM COORDINATION

- [ ] Share the event run sheet with the drone operator and production crew.
- [ ] Explain which schedule times are fixed and which can move.
- [ ] Coordinate aerial shots with ground cameras to avoid missed or duplicated coverage.
- [ ] Name a day-of contact who will alert the operator to schedule changes.
- [ ] Tell the operator about lighting, cranes, staging or equipment that may move during the event.

Schedule, Deliverables and Final Checks

5. AERIAL SHOT SCHEDULE

- [ ] Schedule venue footage after setup but before guests arrive.
- [ ] Identify the best period for filming active guest arrivals.
- [ ] Estimate when attendance will be at its peak.
- [ ] Provide exact times for presentations, performances and outdoor activities.
- [ ] Schedule a closing shot while enough daylight remains, if required.
- [ ] Allow uncertain setup or crowd shots to be captured more than once.

6. WEATHER AND BACKUP PLAN

- [ ] Build flexible filming windows into the event schedule.
- [ ] Identify the shots that should be captured first if flight time becomes limited.
- [ ] Confirm how the operator will communicate weather-related changes.
- [ ] Decide what the ground crew will capture if an aerial shot cannot be completed safely.

7. PROVIDER CONFIRMATION

- [ ] FAA-certificated remote pilot confirmed.
- [ ] Insurance documentation received if required.
- [ ] Relevant event experience reviewed.
- [ ] Venue, airspace, safety and deliverable responsibilities clearly assigned.

8. REQUIRED DELIVERABLES

- [ ] Raw footage, edited clips or finished video confirmed.
- [ ] Required video length or lengths confirmed.
- [ ] Resolution and frame rate confirmed.
- [ ] Horizontal, vertical or multiple formats confirmed.
- [ ] Social media versions and platform requirements identified.
- [ ] Camera matching requirements shared with the operator.
- [ ] File format and delivery method confirmed.
- [ ] Branding, titles, captions and sponsor acknowledgements supplied.
- [ ] Same-day or immediate highlight clips identified.
- [ ] Still images to be extracted from footage identified.
- [ ] Editing revisions and approval process confirmed.
- [ ] Turnaround time and final delivery date confirmed.
- [ ] Usage rights for advertising, broadcasting and future productions confirmed.

FINAL NOTES OR QUESTIONS FOR THE DRONE PROVIDER