**360° Production List**

**Production days:** 15th February, 16th February 2021

**Locations:** Company HQ: Companystreet 1, 81234 City

 Company Production Site: Examplestreet 3, 65473 City

**Persons:** John Doe (+49 XX XXX XX)

 Jane Doe (+49 XXX XXX XX)

**Time Schedule:** Tuesday: 9:00am – 12:00pm Office HQ

 1:00pm – 5:00pm Cafeteria

 Wednesday: 9:30am – 11:30am Production Hall B

 11:40am – 1:00pm Production Hall A

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| **Scenes** | **360° Content** | **Notes & Preparation** |
| Scene 1 – Intro(Tuesday, 09:00 – 12:00) | 360° Image of office room 32 | Laptops must be locked, remove trash cans, windows clean |
| Scene 2 – Greeting(Tuesday, 09:00 – 12:00) | 360° Video of manager greeting in office room 32 | Same camera position, make sure that speech is prepared |
| … | … | … |