



## Video Taping Checklist

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### BEFORE TAPING

- Set up date, time, and parameters for an interview or action scene with participants.
- Get permission to tape in your locations.
- Assign crew and discuss what will happen at the location before you go:
  - o Videographer
  - o Audio Engineer
  - o Interviewer/Producer
  - o Log Taker
- Arrange transportation.
- Buy tapes and label them before the shoot.
- Think about how this interview/action scene will fit into your interview. Create a list of questions, an outline, a shot list, or storyboard ahead of time so you have a plan before you shoot. However, you should be able to listen/watch what's happening as you tape and adapt to it as necessary with follow-up questions or additional shots/sounds.

### WHAT TO BRING TO TAPING

- Documents
    - o Releases
    - o Logs
    - o Interview Questions\*
    - o Outline/Shot List/ or Storyboard of action sequence
    - o Contact phone numbers and addresses for participants, crew, locations.
    - o Map of how to get to location
    - o Briefcase/backpack/satchel to hold paperwork
    - o Pens/pencils/notepad for notes (plenty for backup)
  - Equipment
    - o Camera & case
    - o Tripod
    - o Microphones
    - o Headsets
    - o Battery/Cables
    - o Lights
    - o Video Tapes or Audio Tapes
  - Props/Costumes/Makeup for Dramatic Stories
    - o Tissue for talent
    - o Translucent powder to take the shine off talent
- \*If you plan to interview a person for very long, it would be nice to have water available.

### SOUND TIPS

- If you're using the microphone mounted on your camera, make sure your camera is no more than a few feet from your subject in order to get good sound.
- Avoid taping interviews or anyone talking in noisy areas or on a windy day outside. Stop for a moment and listen to your surroundings before you tape. Everything you hear around you will be on the tape along with your subject's voice or actions.
- Audio should peak a little over half way. Use headphones to check audio.



## Video Taping Checklist

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### CAMERA TIPS

- Always use tripod and headphones.
  - Set camera fairly close to subject for better depth of field and better audio when using the camera mic.
  - Hold steady! This is really hard to do for everyone without lots of practice. When you're holding the camera, you may feel like moving around as you would with your own eyes, but that's too fast. You should hold still on a shot at least 5 seconds longer than you think you need. Also slow down any camera movement to about half as fast as you want to. If you really want your audience to see what is happening in your scene during the camera movement, you'll need to slow down. Don't make them seasick! :-)
- It takes practice to make quick moves usable.

### LIGHTING TIPS

- Just as you stop and listen before you shoot, you should stop and look around. What is the lighting like? You need fairly strong light on a subject, and it would be better to have more light on your subject than on any of the surroundings.
- One big "no-no" is taping someone with a window or strong light source at his/her back. The camera will adjust to the bright light and your subject will most likely be too dark to make out features.
- Keep background as far away as possible. Try to avoid plain white backgrounds.
- Controlled environment:
  - a. No mixed light
  - b. Subject not directly under or in front of lights
  - c. Low background noise

### SET UP

- Check tripod plate is secure on bottom of camera.
- Connect microphone to camera and clip lapel microphone to subject.
- Insert battery, remove lens cap, turn camera on, and set to automatic.
- Insert blank tape.
- Use viewfinder to focus and frame subject.
- Use headphones to check and adjust audio levels.
- Press record button.

### TEAR DOWN

- Stop recording.
- Remove and turn off lapel microphone from subject.
- Remove tape from camera if done shooting for the day.
- Turn off all equipment.
- Remove/disconnect all attachments, i.e. battery, microphone, DC Coupler, etc.
- Return all equipment to bag. Double-check to be sure nothing is missing.