

0 PRE-FLIGHT CHECKLIST

- Is **battery** charged and space for **storage** (internal memory, SD card)?
- Record 10 seconds of video w/sound. **Play it back**, making sure things work/audible
- **Equipment**: tripod, lavalier mic, handheld mic, headphones, gaffers/duct tape

1 LOCATION: Background, lighting, noise

- **Audio noises** mess up editing. Avoid hammering, airplanes flying overhead, shopping mall music at all costs.
- **Bright backgrounds** like windows and white walls can be overexposed. Move subject away from walls. Seek out interesting environment

3 MICROPHONE: Lav or Handheld

- Use **wired mic**, not the on-camera mic
- Double-check, make sure mic plugged in to the **RED** colored jack
- **Monitor your audio** with headphones, speak into mic to check

LAVS: Use "broadcast loop", to prevent noise

HANDHELD: Always control mic, never let subject hold it. Hold it below their mouth, don't block face or fill camera frame



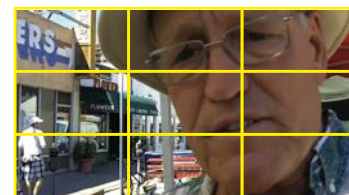
2 SETUP: Tripod or handheld

- **Spread tripod legs** as far as you can for stability
- **Mount camera** using quick-release plate
- **Plug in both microphone** & headphones
- **Save battery** and use the power adapter if an electrical outlet is nearby



4 FRAMING: Rule of thirds, eye line

- **Sit subject** in non-swivel, quiet chair
- **Grid crossings** near subject's eyes
- **Eye line** of subject & camera should be same
- Subject shouldn't look into camera, or far off
- **No distractions**: poles, trees, railings poking at head



5 MONITOR: Know your audio!

- **Always use headphones**, can you clearly hear what interviewee says?
- **Buzzing sound?** Make sure in Canon System Setup menu "AV/Headphones" is set to the headphones icon.

6 FOCUS: Manual focus on subject face

- **ZOOM IN** to **eyes** of subject and make sure it's focused and sharp.
- Change to **manual focus** mode while zoomed
- **ZOOM OUT** and re-frame
- **Tighten** all knobs on tripod to keep it steady

7 INTERVIEW: Getting good bites

- **Interview Start** hit RECORD button, make sure the red dot is on and time counting up!
- **Mandatory first question**

"Could you state your **full name** and **spell it for me** please?"

- **Long questions** are good: How did you start doing this? Why is this important? Describe how you felt
- **Nod and smile** to encourage interviewee, don't record your "ahs" and "hmms"
- **B-roll opportunities**: note interesting points in the interview you can shoot later for **b-roll**

8 TEARDOWN: Settings and equipment

- **Double check** Have you stopped recording?
- **Settings** to be reset: turn autofocus back on
- **Cables and power adapter?** Don't leave them behind

