

## Video Production Checklist

### **Gear needed:**

- Camera
- Tripod
- Headphones
- Microphone
- Memory cards
- Batteries
- Mic cable
- Lighting equipment

### **Set-up Checklist**

- Be sure that memory card is in camera and has sufficient amount of available space.
- Mount camera on tripod and frame your shot.
- Make sure tripod is level.
- Make sure that your camera shutter speed is set for 30 frames per second (automatic mode should take care of this for you).
- Make sure your lens is focused on your subject. Camera may have an auto focus, however, double check by zooming lens all the way in to subject's face. Subject's face should not look blurry. If so, pull focus, then zoom back out.
- Set up your lighting equipment if need be.
- Make sure the camera is not over or under exposed (auto setting should adjust accordingly, however if not, adjust the iris: f stop # on your camera).
- White balance camera according to your light source (sunlight, tungsten, fluorescent, etc.) **Camera should have an auto white balance setting.**
- Mic the person that will be on camera.
- Be sure that the mic is hooked up to the audio input of the camera or the wireless transmitter and receiver is turned on and hooked into your camera.
- Have subject speak on camera for a sound check.
- Monitor audio with headphones. Check to make sure that subject's voice is coming through and that there are no strange, distracting noises (examples: static, wind, lawn mowers, sirens, airplanes). If so, adjust accordingly.
- Make sure that the audio level is registering in the yellow area of the audio meter on your camera. Make sure that audio level never goes into the red area on your audio meter. If so, parts of your audio will be distorted.
- You are now ready to record! **Don't forget to hit the red button!!!**  
You should always see a red dot in the camera's viewfinder to indicate that the camera is in fact recording.