

ESSENTIAL TIPS FOR GETTING READY TO FILM

1. KIT CHECK

- Have you checked all of your kit is working?
- Camera, Microphones, Tripods, Cables – are all the pieces you need for each item where you need them?

2. BATTERIES/POWER

- Have you got plenty of batteries for your microphones? E.g. Double A, 9 Volt
- Are your camera batteries charged?
- Do you have the battery charger with you to charge dead batteries while you film if you can?

3. TAPES

- Have you got plenty of blank tapes? Take a couple more than you think you'll need so you aren't caught short.

4. COLOUR BARS

- Have you put 30 seconds of colour bars on your tapes?
- It is good practice to have a few tapes 'striped' (with colour bars) so you don't have to do it while filming, which could slow you down.

5. WHITE BALANCE

- Have you white balanced? Remember to set the white balance depending on whether you are inside or outside or whether you want a 'cold' (blue) or 'warm' (orange) look.

6. TRIPOD/MONOPOD/HANDHELD

- Have you prepared your shots enough to decide whether you need a tripod, monopod or are going handheld? e.g Static Interview - Tripod or Monopod? Moving around/Following - Monopod or Handheld?

7. SOUND LEVELS

- If you are filming an interview, have you ensured that the location for filming is as quiet and without distractions as far as possible?
- Have you checked your sound levels to make sure that they are not too high or too low? Are you are picking up all of the sound you need e.g. the voice of an interviewee

8. MULTI-CAMERA SHOTS

- If you are using more than one camera in a venue, have you checked that all the cameras are white balanced the same and tapes are starting at the same timecode (this will make it easier to edit your multi-camera footage)
- For multi-camera shoots, remember to stop your cameras at the same time (again, this will make it easier to edit your multi-camera footage)

9. BE PREPARED

- If you are going to a location where you are not sure what to expect, make sure you have a variety of equipment options with you to cover different eventualities.

10. LOW LIGHT

- If you know you will be filming in low-light levels, use the PD150 or PD170 to film. They work really well in low light whereas the A1 HDV cameras does not.

11. AUTO V. MANUAL

- If you are going to be moving around a lot, see something you need to shoot quickly or are moving quickly between different locations and lighting conditions, shoot in AUTO mode. MANUAL is a better suited to occasions when you have more time and a more controllable environment to set up your shots in.

12. LOG YOUR SHOTS

- Using the **FILM DIARY** sheets, you can note down what you have filmed, the date you filmed it, whether you got everything you needed etc. This helps to organise your filming over a longer period and is also a good reference when you start to edit.

ESSENTIAL TIPS FOR FINISHING FILMING

1. LABEL YOUR TAPES

- Put your **PROJECT TITLE, TAPE NUMBER, DATE** on the TAPE CASE INSERT and the TAPE LABEL. You can also put a brief description of what is on the tape on the insert.

2. PACK AWAY YOUR EQUIPMENT

- Remember to check that you have put all of your equipment away properly and you haven't left anything behind.
- Make sure you haven't left any mess at the location.

3. CONSENT

- If you have been filming a person or people, remember to get a **RELEASE FORM**
- Keep the copies of your RELEASE FORMS safe in your project folder.