VIDEO CHECKLIST: INTERVIEWS

CREATIVE COMMONS ATTRIBUTION
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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, lavaliere mic, handheld mic, headphones, gaffers/duct tape

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

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

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.

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

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

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