

# Checklist: Prepping to Record

## Settings and Background

- Have you made the area behind and next to your talent look the way you want it to appear on camera?
- Is there anything in the shot you don't want seen? Pictures? Sensitive information? Paint peeling off the wall?
- Is there enough light?

## Tripod and Camera

- Is the tripod level?
- Do you have a way to mount your camera or mobile device to your tripod?
- How does the height of the camera lens compare to your talent? Avoid angling the lens up or down towards your talent.
- Is the talent or subject the right distance for your shot? Remember to think close, medium, and wide.
- Is your talent positioned on the screen the way you want them to appear? Remember the Rule of Thirds.
- Do you have the memory cards you'll need, including extras?
- Have you cleaned up the memory of your mobile device so you don't run out of space?

## Microphone(s)

- Do you have a microphone?
- Do you have the appropriate cables or connectors for your microphone?
- Is it plugged in?
- Is it positioned where it needs to be? Either close enough to the talent, or clipped on (lapel).

## Headphones

- Can you hear unwanted sounds and noises?
- Can you hear your talent clearly without noises or 'plosives (popping sounds from p, t, k, and similar sounds)?

## Other

- Do you have batteries? Battery chargers? Charging cables (if using mobile device)?
- Do you have your script? Storyboards? Shot lists? Any other key information to help you during the shoot?
- Have you asked everyone around the video shoot to turn off or silence their phones?
- Have you asked everyone around the shoot for extra quiet, especially in an office?