

FIELD PRODUCTION CHECKLIST

BEFORE YOU SHOOT

- Have ample memory for what you want to shoot
- Call your interviewees to confirm meeting, location, and time
- Charge your camera the night before
- Print out directions to where you are going - if going off site
- Decide on the crew roles: Camera person, Interviewer, Sound, Director, etc.
- Practice interview, including equipment set up and asking questions
- Make an equipment checklist

WHILE YOU ARE SHOOTING

- Make sure current camera settings match settings from other shoots for the project (DV/HDV, Widescreen/ Full, 24P/30i, SP/LP, etc)
- Obtain a model release from every person that is seen on camera, ideally before they enter the shot.
- Shoot subject avoiding the following in the background:
 - People walking around, standing, or talking
 - Large logos
 - Loud noises like people, traffic, airplanes, or construction, refrigerators, air conditioning, etc
 - Distracting signs, posters, or anything that appears to be coming out of the subject's head or body
 - Messy desks or bulletin boards
 - Bright windows
- Wear headphones to monitor the sound levels and check for background noise.
- Remind interviewees to respond in complete sentences and include part of the question in the answer when possible.
- Check that you have all equipment and put it back neatly into its bag or case
- Thank you subjects, interviewees, talent for their time.

AFTER YOU SHOOT

- Double check you brought everything back with you and store it in a safe place
- Watch some of your footage to make sure it was recorded correctly
- Charge your camera for the next shoot
- File model releases