

EQUIPMENT SETUP AND CHECKLIST
to be checked BEFORE AND AFTER interview.

Camera (look at lens, clean if necessary) _____

Camera battery--charged (attached to back of camera)_____

XLR audio adapter (attached to bottom of camera)_____

Audio cable (attached to XLR audio adapter)_____

Tripod plate (attached to bottom of XLR audio adapter)_____

Headphones _____

2 Lavalier microphones w /wind screens & 2 AA batteries _____

2 clips to secure the mics to interviewer and narrator _____

2 XLR Mic Cables _____

1 cable from camcorder to wall outlet (for charging) _____

SDHC cards (3--one in camera, two in holder)_____

Manual _____

Pen_____

Cleaning cloth_____

Metal key tool_____

Tripod_____

POST INTERVIEW (items for downloading to computer)

USB connector_____

USB card reader_____

HDMI cable_____

SETTING UP CAMCORDER----REVERSE FOR TAKE DOWN

Arrive at your scheduled interview at least a half an hour in advance. Make sure to tell the narrator that you will need extra time to set up prior to the interview.

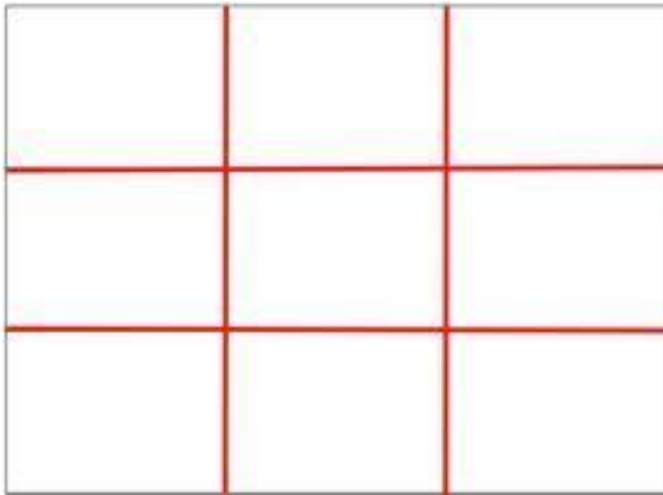
You should begin the set up process by, in consultation with your narrator, finding a quiet place with good light (NOT back light) where your narrator will be comfortable. Set up the tripod in that location.

Be aware of surroundings and LOOK at your image. Do not sit the person in front of or directly under lights, or in front of windows that do not have light concealing curtains or blinds, etc. You will have a very dark image if you do this.

Make sure there is no back lighting. Lighting should be either bounced off the ceiling or from the side. Try to pick a background that will not lead the viewers eyes away from the narrator. This comes with practice, so be patient!

1. Attach Audio adaptor to bottom of camcorder (should already be attached).
2. Attach the tripod plate to the bottom of the Audio adapter (should already be attached).
3. Secure the assembled unit to the tripod by sliding the tripod plate into the slot on the tripod head until you hear the click. Tighten camcorder assembly.
4. Use mini plug to attach camcorder to audio adapter.
5. Check settings:
 - a. Mono/stereo switch to stereo.
 - b. The Mic/Line switches on the adapter set to MIC .
 - c. Plug Male end of Mic Cables into adaptor box.
 - d. Plug Female end into the battery holder at the end of the mic lead.
 - e. Connect the headphones to the camcorder receptacle on the side of the camcorder.
 - f. Power on the Mics at the battery holder & do a sound check using the headphones.
 - g. If there are any extraneous room noises, try to remove them. Turn off heaters, fans, appliances, etc. Close windows and doors if necessary. You will notice extraneous noises much more easily while listening on the headphones. The headphones tell you exactly what will be recorded. If you have a buzz through the headphones, try changing the ground switch.
 - h. Select movie format MP4.

6. Adjust tripod so that your camcorder view of the narrator is close up, level with or looking slightly up at the face of the interviewee. Use the rule of thirds and get a good shot of the person being interviewed. It is best to place interviewer behind but to the left or right of the camcorder. Try not to center your narrator or frame your subject head-on—it looks too much like a mug shot! Check lens, to make sure it is clean.



RULE OF THIRDS

Now, you are ready to start recording. Push the red button on the right back of the camcorder and you are “rolling.” Allow about 15 second of recording before you start the interview.

Don’t forget to state the date, then “so and so and I, Jane Doe, are interviewing so and so. Do we have your permission to record this interview.

Just a precaution the camera person should wear the headphones throughout the interview or check sound often.

Be sure to have the release form signed and explain what it means. Ask them to print their name also.

As soon as possible you should off-load the recording on the SDHC card to a computer. There are card readers in each outfit for that purpose.

When it is time to tear down, use your equipment checklist to make sure that you have everything including the bags that the camera, headphones etc. were in. **BE SURE TO TURN MICS OFF.**

BE SURE TO TURN THE MICROPHONES OFF AT THE BATTERY HOLDER!!!