

Suggested Location Shooting and Site preparation Guidelines for Camera Operators:

TASKS FOR BEFORE LEAVING TO SET UP AT THE LOCATION OF THE SHOOT

1. Checking all video & audio equipment before leaving location:

- Make sure camera kit has enough AC power cords and plug strips for all things being used
- Make sure location has a 120VAC power outlet that is reliable.
- If no AC available, make sure camcorder batteries are fully charged.
- Always bring extra camcorder batteries
- Bring the Battery charger in the event to need to charge while shooting
- Bring two small flashlights in case of need in a darkened room.
- With a Digital Camcorder, bring and use a known-quality CLEANING TAPE before the shoot.
- Test all camera and camcorder functions with fresh recording tape.
- Play back and view the recorded image for good quality on a color monitor, not the B&W viewfinder.
- Make sure all components needed are in the camcorder field kit (Tripod plate, power supply, interconnect cable, lens shade/cover, lens controls, etc.)
- Test all microphones and cables to be used with camcorder.
- Test with headset and listen to the actual audio playback. Do not trust the VU meter or LCD display.

2. Checking all Tapes:

- Open and Pre-label the tapes planned to be used. This will enable fast tape changes in the field and accurate documentation.
- Always bring more tapes than you think you will need.

3. Checking all Lighting and Power:

- Make sure AC Power extension cords are tested and safe to use
- Bring Black and Grey Permacel Gaffer tape for covering power cords on threshold and floors
- For larger heavier cables, provide small rubber mats which will be taped to the floor as a cover.
- Make sure any portable Lighting instruments being used have been pre-tested and have working lamps and the correct safety scrims, if applicable
- Bring spare lamps for instruments
- Bring spare diffusion material and wooden clothespins.
- Make sure any portable Lighting stand or tripods are securely set and not likely to be bumped or knocked over by crew or the public
- Use sandbags or heavy cases to add to the stability and security of flimsy Light stands.

4. Setup and Strike of Camcorder and related gear:

- Make sure tripod legs and spreader are secure when tripod is erected and ready for the camcorder
- When camera is attached into whatever mechanism is provided, wiggle the entire rig to ensure it is fully secured and safe.
- If the tripod is near foot traffic or may block an egress, take care to place camera out of the way of public egress.
- Carry yellow 2" gaffer tape to mark floor position of camera and work space in a crowded area
- Before leaving the Location site, ALWAYS do a full walk-around and site check for forgotten items