

Shooting Video Guidelines

1. **NEVER** shoot students who do not have a release form on file. If you require additional students in your shots, you need to get the appropriate approval **BEFORE** placing them in front of the camera.
2. **NEVER** shoot footage in the restrooms. Even if you have the best of intentions, a camera in a restroom is a **BAD** thing.
3. Return to the class **At Least 10 Minutes** before the bell rings to dismiss the class. You will need time to check your equipment in and to file your materials before leaving.
4. ALWAYS have the **Video Pass** with your group. This is protection for you and your group. This pass needs to be returned to me upon your arrival back to the class.
5. ALWAYS have your **STORYBOARD** with you when shooting. This is your **BLUEPRINT** or **PLAN** for your project.
6. NEVER find yourself in a position where an administrator, teacher, or other students might think you are not working. When you are out on location shooting your footage, you have a job to do. You do **NOT** have permission to go to vending machines, visit friends, or waste time. If I find that you are not working, or I receive a negative report from a teacher, administrator, or another student while you are out on a shoot, **you will not be allowed to leave the class in the future!**
7. Always handle the equipment with the utmost of care. If you are unsure of how something operates, or how to do something, **ASK**. You are responsible for the equipment while it is in your care; make sure it is returned in the same condition it was checked out to you.
8. If you think something that you plan in your video might get you in trouble, then you're probably right. See me **BEFORE** you make a poor decision, and I can tell you if it's alright or not. If we need, we will get permission from an administrator before proceeding with the plan. The administrator will have to sign off on the **STORYBOARD**, and you will have to keep the document with you at all times while shooting.
9. Make sure you check all equipment before leaving the class. If you plan on using microphones, tripods, even the camera, make sure everything is operational before you leave the class. Do an audio check in the class using headphones.
10. Make sure you lay your control track on your tape before shooting. If you do **NOT** have a control track on your tape, it will make logging and capturing your shots **VERY** difficult. The control track is created by recording with the lens cap covering the lens. When you have created a control track that will cover the length of all your shots, rewind the tape to the **beginning** of your control track (make sure not to record over previously recorded shots) and you may begin recording over the **BLACK** control track. Remember to rewind the tape in **VCR** mode and use the controls at the top of your camera.
11. Don't forget to give the countdown "5, 4, 3, __, __, **ACTION**" when beginning your shot. Also remember to say "**CUT**" at the end of the shot before you stop recording.



NO FOOD-DRINKS-CELL PHONE in class