



## Interview Check List

### **Before You Shoot:**

#### Audio:

- Make sure you have headphones plugged in
- Built in mic is plugged into channel 1
- External mic plugged into channel 2
- Switch on the back of the audio box is switched to channel 1 and 2 for external recording channel 1 only for nats
- Both channels volume gears are in the middle
- Test your audio (with headphones) view and listen to the levels

#### Video:

- White Balance (in every lighting situation)
- Manually Focus (every time the camera or subject moves refocus)
- Adjust your iris
- Level the tripod (bubble is in the middle)
- Make sure your subject is complying with the Rule of Thirds
- The background of your interview should coordinate with your story
- Watch your lighting. Use all available light, avoid shadows.

### **While shooting:**

#### Audio:

- Have the interviewee say their name and spell it (this allows you to retest your audio)
- Listen for any gusts of wind or ambient noise that can ruin your audio
- Record your questions (makes editing easier)

#### Video:

- Make sure your subject isn't in a swivel chair or moving a lot
- Take the camera off auto focus/iris operate manually
- Watch that your subject stays in focus
- Watch for changes in lighting like clouds moving overhead