PRODUCTION CHECKLIST:

The checklist below will help you avoid potential problems before you start filming.

SCOUTING THE LOCATION:

- Visit the location before shooting and go at the same time of day that you would be doing the shoot.
- Pay attention to your location! Are there background noises, lighting issues, and auditory or visual distractions? If so and these distractions cannot be remedied, consider a different location.

INTERVIEWING TIPS:

- Structuring the interview more as a conversation helps to put the subject at ease. Have the subject sit across from the person asking the question and instruct the subject to answer the questions while looking at the person doing the interview.
- Use a tripod to avoid shaking issues and set up the camera at an angle to the subject so they are not directly looking at the camera.
- Avoid busy backgrounds that will distract the viewer. Also avoid completely barren backgrounds, a small bookshelf of a few knick-knacks or a subdued piece of artwork make for a good background.
- Don't have the subject wear a white shirt. They are too bright for most situations.
- Don't have the subject wear thin stripes. They cause wiggly patterns to appear on screen
- Avoid red clothing - stick to pastels or muted colors. Blue and green are pretty good. Orange and brown can be okay but may cause problems if they're too red
- Remind the subject to enunciate clearly - making sure words have endings.

TIPS FOR SHOOTING:

- Don't shoot in front of windows and other potential backlights.
- Shoot with the light source behind the camera, above and to one side, facing the subject.
- If shooting outside, place the camera and subject so that the sun is behind and to the one side of the camera.