

How to Make a Video: Part 4

(5) Checklist for filming

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CHECKLIST FOR FILMING

Before you start to film check:

- Everyone has been fully briefed, is aware of their role and what they should do and/or say [\[link to 1.3\]](#)
- Consent forms have been signed [\[link to 1.4\]](#)
- The location isn't busy or too noisy [\[link to 1.6\]](#)
- The background and lighting will show the contributor and what you want to be seen to their best advantage
- The contributors are happy, relaxed and confident [\[link to 1.3\]](#)
- The contributors' appearance – not too shiny, hair tidy, no jangly jewellery, name badges removed etc. [\[link to 3.1\]](#)
- You have a hair brush and matt powder on hand to use if needed
- You have the lists of questions for each contributor ready [\[link to 1.8\]](#)
- You have water for the contributor in case their throat dries up
- The microphones have been tested by asking the contributor to tell you something simple, like what they had for breakfast [\[link to 2.4\]](#)
- Set up your shot before you start – a good interview shot is from the mid-chest up, leaving a bit of headroom at the top [\[link to 2.2\]](#)

Filming:

- Film for a few seconds the start and end of each section [\[link to 2.5\]](#)
- Make sure the guide questions are short and relevant to prompt the contributor to have a conversation and tell their part of the story naturally, rather than as a wooden, pre-rehearsed, scripted soundbite [\[link to 1.8\]](#)
- If a response is too long or rambling, ask them to do it again, but without putting them under too much pressure
- Do not use the zoom or adjust the shot while you are recording [\[link to 2.5\]](#)
- Microphones on mobiles and tablets are usually not very powerful, so make sure you are not too far away, so it records your voice clearly
- Keep the camera, or device you are filming with at eye level – use a tripod or table top to keep the camera steady

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- If you are filming yourself, look into the camera lens and use both hands to hold it, and tuck your elbows in at the waist to steady the device, and hold at arm's length
- Make sure you film b-roll shots other than the interview: cutaways such as the contributor walking in the location, talking to colleagues, a demonstration, or the contributors hands etc., which will all add colour to the edit [\[link to 4.9\]](#)