



Documentary Checklist

Camera

- SD Card
- Correct Battery + Charged
- Tripod and Tripod Mount
- Set White Balance (Manual)
- Manual Focus (Use Focus Assist)
- Framing Properly (Phone Out of Frame, Subject Framed Rule of Thirds, Camera Eye Level)
- Check Lighting - Overexposed? Underexposed? Bad Shadows?

Audio

- Check Camera Audio (Snap)
- Phone Recording Audio (Mic Up)
- Plug in your Headphones (Listen for buzzes, hums, etc)
- Capture Room Tone for 45 seconds to one minute

Subject and Background

- Subject NOT wearing loud jewellery or sunglasses
- Subject NOT looking into the sun (Squinting)
- Check backlighting (When Sun is behind them)
- Put your subject at ease with small talk
- Ask subject to say and spell first and last name for camera recording
- Make sure background isn't distracting
- Make sure subject removes headphones

After Hitting Record

- Hush.. Silence.. Zip it..
- Actively listen to your subject
- Use non verbal cues if necessary (Nod. Smile. Just don't talk)

