

VJ Checklist

Day before the shooting:

- ✓ I know how to **handle my camera**.
- ✓ The batteries are **fully charged** and I have **enough replacement batteries** for what I want to shoot.
- ✓ There is enough **free memory space / tape** on my camera.

1 hour before the shooting:

- ✓ I know **what I want to tell** with my video and **what footage I will need** for this.
- ✓ I know **who** I am going to interview and what questions I am going to ask them. (Simple and open questions!)
- ✓ I am familiar with the **visual and acoustic surrounding** on the set and have found good places in terms of light and sound.

5 minutes before the shooting:

- ✓ There is **no disturbing background noise** on the set!
- ✓ I have arranged everything on the scene in order to produce ideal footage.
- ✓ **My camera's settings are adjusted** to the requirements of my video (especially resolution and image quality).

While filming:

- ✓ I take the time to **frame the shot and focus**, and start filming a few seconds before I start the interview.
- ✓ I hold the camera **steady**.
- ✓ I don't make **any sound** while the interviewee speaks but encourage the interviewee with my **body language**.
- ✓ I wait a second before asking the next question, and continue to film for a few seconds after the last answer.