VIDEO WORKSHEET

CR firm: _ie, Gulfstream_

Job # : _____

Date:_____

Sched Time:_____

Arrived: actual _____ billing _____

Depart: actual _____ billing _____

Witness 1: _____

Witness 2: _____

JOB TYPE
(circle one)

In Person
Zoom only
Zoom TECH only
In Person + Laptop
ELMO
ELMO + Laptop

Reporter: _____

Email: _____

MP3 requested : ☐
MP3 sent : ☐
"No thanks" : ☐

Time ON	Time OFF	Elapsed Time (this segment)	Elapsed Time (this witness total)	Notes

Setup reminders

- ☐ White balance
- ☐ Sync clocks with reporter
- ☐ Audio feed to reporter
- ☐ Get attorney cards for order sheets
- ☐ Exhibit stickers for attorneys *(non-steno)*
- ☐ Reset time counter on camera
- ☐ Gate/compressor settings to reasonable levels
- ☐ My cell phone silent
- ☐ Format Ninja if needed

When ready to go on record

- ☐ Mics look good?
- ☐ All channel mutes off?

Notes:

Mileage:

Parking: $

Oath for interp: Do you swear or affirm that that your translation will be a true and accurate translation of the testimony given by the witness, so help you God?

Oath for non-steno: Do you solemnly swear that the testimony you are about to give will be the truth, the whole truth, and nothing but the truth, so help you God?