VIDEO WORKSHEET

Client: _____

Date: _____

Witness: _____

Sched Time: _____

Job #: _____

Arrived: actual _____ billing _____

Reporter: _____

Depart: actual _____ billing _____

Options Used: Fader - ☐ On-screen Clock - ☐ Audio Compression - ☐ Windjammer - ☐ Buzzkillers - ☐ Noise Gate - ☐

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

Setup reminders

- White balance
- 3 secs black on video if no fades
- Sync clocks with reporter
- Audio feed to reporter
- Get attorney cards for order sheets
- Exhibit stickers to attorneys *(non-steno)*
- Arm fader, relay mode, Supernice mode *(RNC)*

When ready to go on record

- Everyone's mic gain on (or down for read-in)?
- My cell phone silent?
- Verify TV audio back down after testing

Notes: