VIDEO WORKSHEET

Client: ie, Gulfstream

Job # : _____

Date:_____

Sched Time:_____

Arrived: actual _____ billing _____

Depart: actual _____ billing _____

Witness 1: _____

Witness 2: _____

Witness 3: _____

Witness 4: _____

Reporter: _____

Email: _____

MP3 requested : ☐

MP3 sent : ☐

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

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

Setup reminders

- ☐ Did you custom white balance?
- ☐ Did you sync clocks with reporter?
- ☐ Did you provide an audio feed to reporter?
- ☐ Did you get attorney cards for order sheets?
- ☐ USE OUR ORDER SHEET!!!!!
- ☐ Did you format any cards / HDDs as needed?
- ☐ Did you reset time counter on the camera?
- ☐ Did you silence your cell phone?
- ☐ Did you check that mics are placed well?

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?