VIDEO WORKSHEET

Date: _____

Sched Time: _____

Arrived: _____

Depart: _____

Witness: _____

Job #: _____

Reporter: _____

Time ON	Time OFF	Elapsed Time (segment)	Elapsed Time (disc)	Fader armed	Notes

Setup reminders

- White balance
- Two spins of audio tape
- Check recording level on audio deck
- 10 secs black on video
- Sync clocks with reporter
- Ask reporter what tape speed they want / digital
- Get attorney cards / fill out order sheets

When ready to go on record

- Everyone's mic on?
- Cell phones off?
- Verify audio back down after testing

Notes: