VIDEO WORKSHEET

Client: _____

Date: _____

Witness: _____

Sched Time: _____

Job #: _____

Arrived: actual _____ billing _____

Reporter: _____

Depart: actual _____ billing _____

Send MP3 link? ☐ No ☐ Yes, email: _____

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

- ☐ 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: