

## QUICK INTRO TO VIDEO PRODUCTION

### **DIRECTOR**

Prepares Storyboard/Shot breakdown – Directs the crew to meet these goals. Works with Assistant Director and Camera Operator to help achieve this.

### **ASSISTANT DIRECTOR (AD)**

Assists the Director in the preparation of the shoot. Helps plan schedule, talks with cast & crew, organises shooting protocol on set, overlooks Health & Safety and welfare of everybody on set.

### **CAMERA OPERATOR**

Works with Director – Focuses on Lighting and Camera requirements. Discusses shot options with Director. Operates camera and directs lighting needs.

### **CAMERA ASSISTANT**

Works with Camera Operator. Assists in setting up camera including moving equipment, general set up, maintenance. Marks tapes / tape cases.

### **SOUND ASSISTANT**

Works with Camera Operator. Assists with selection of microphone/equipment. Setup of sound equipment. Checking sound quality. Moving & taking care of sound equipment.

### **PRODUCTION ASSISTANT (PA)**

Works with all members of the crew. Assists in any way possible/required.

## **EQUIPMENT**

### **CAMERA SETUP**

- |                       |  |
|-----------------------|--|
| • Tripod setup        | Ensure safe and correct position                 |
| • Camera mount/bubble | Levels the shot (adjust for each new position)   |
| • White Balance       | Sets white for each new lighting environment     |
| • Iris                | Allows the correct amount of light into the lens |
| • Focus               | Ensures sharpness of image                       |
| • Shot framing        | Frames the shot as desired by Director           |

### **LIGHTING SETUP**

- Setup Light stand in a stable position and attach light to the top.
- Plug in the light, turn on at socket first. Always use gloves at all times for safety.
- Announce to all that you are switching on a light so they have time to look away

## **EXAMPLES OF SHOT TYPES**

Wide Shot (WS)	Shows the whole scene – often called Establishing Shot
Mid Shot (MS)	Shows a section of the action – often a head and shoulders shot
Close Up (CU)	Shows a small detail e.g. Hand, eyes etc
Track	Camera moves horizontally across the action
Pan	Camera moves vertically across the action
Hand Held (HH)	The camera is operated without a tripod, gives the shot more movement - A HH held shot can be any of the above e.g. WS MS etc

## **SHOOTING PROTOCOL**

- Director describes the shot
- Crew & Cast prepare for shot
- AD 'Is everyone ready?' (waits for confirmation and proceeds if all ready)
- AD 'OK ... Quiet please, we're going for a take ... and roll camera'
- Camera Op (after pressing record) 'Camera rolling' then after a few seconds 'Speed'
- AD 'Action'
- Director 'CUT' (when action is finished or if there is a problem).