

+Adventist Media Network
HOPE CHANNEL

THREADS FILMING GUIDELINES
15 Aug 2012

EQUIPMENT:

1. Video camera/dslr
2. Tripod
3. 3-4 lights in case
4. White Backdrop sheet

PREPARATION:

1. All batteries on charge: Camera, microphone receiver.
2. Give document explaining purpose of Threads to participants. (See document)
3. Explain the purpose and content of the Thread (testimony) to participants.
Start by saying "My name is John Smith . . . etc
 - a. Background and upbringing: 3 minutes
 - b. Experiences in life – BEFORE meeting Jesus 2 minutes
 - c. The change that happened when met Jesus 1 minute
 - d. Life AFTER meeting Jesus 3 minute.
 Finish by saying ' my name is John Smith, and that's my thread.'

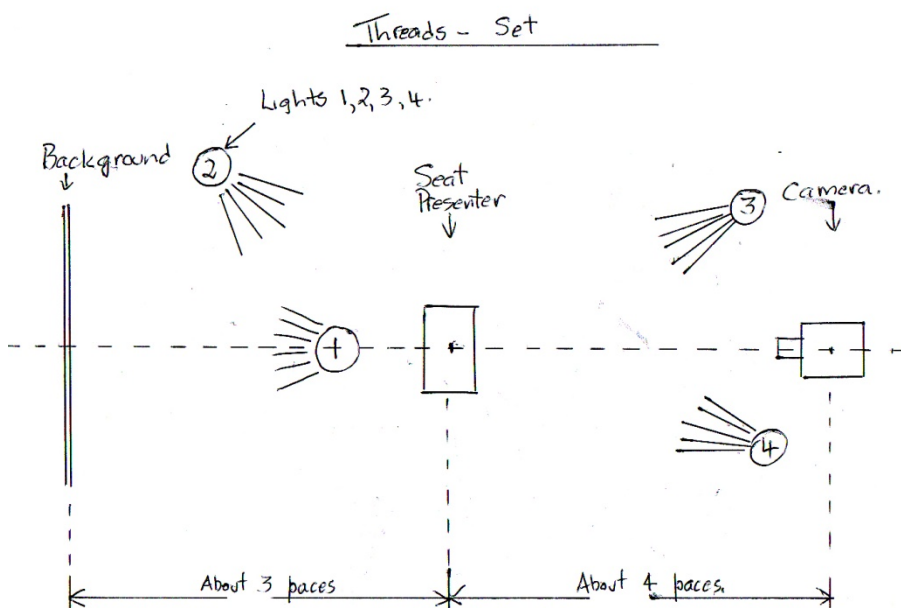
DUE DILIGENCE:

1. Explain RELEASE DOCUMENT and get participants to sign. (See sample on website). Copy must be sent to Hope office, ID with PN and hard copy saved in file.

SETUP:

1. White background: Eg White sheet on a frame.
2. A chair or stool to sit on (no arm rests or back rest if possible)
3. Set up tripod. Camera face level, level the tripod / camera.
4. Face camera AWAY from the noise source. (Choose as quiet a place if possible)
5. Lighting setup: (Use all same white color globes)
 - a. Light up the white background – even spread of light. (Light 1)
 - b. Light up the back of presenter (Light 2).
 - c. Light up the face of the presenter (Light 3).
 - d. Light up the face of the presenter (Light 4).

SEE DIAGRAM HERE TO ILLUSTRATE SETUP.



CAMERA SETUP (Sony EX1)

1. Set up the tripod.
2. Slide Camera onto tripod, in forward position – then lock with yellow lever.
3. Set camera lens level with subject's face.
4. Level the tripod/ camera.
5. Lift steering arm up and lock into place.
6. Check that charged battery is installed. (Press button to see full ight)
7. Open Lens cover.
8. Set up LCD monitor.
9. Turn cameras ON: Press green and to right.
10. FRAME the subject.
 - a. Top of head near top of frame, over shoulders on bottom frame.
 - b. Zoom in till eyes in between middle and top.
 - c. Subject off-centre to right.
11. FOCUS:
 - a. Zoom in focus on eyebrows.
 - b. Expanded focus – then sharp focus on eyebrows.
12. Check glare in glasses. If glare, shift lights 3 and 4 up higher and point down more.

AUDIO SET UP:

1. Microphone, transmitter, receiver, cable and batteries are in the camera case.
2. Attach mike to transmitter. Attach cable to receiver.
3. Slide the receiver onto camera hot shoe, and plug cable into camera plug.
4. Mike up the subject: Mike facing down, cable hidden beneath clothes.
5. Turn both on.
6. Test audio level: about half on readout. 7 or 8 a good level.
7. Relax the presenter.

INSTRUCTIONS TO PRESENTER:

1. Look into camera lens. Smile.
2. Avoid movement that contacts with clothes as microphone is very sensitive.
3. Speak naturally.
4. 10 time frame. One take. Can pause when need break.
5. Time remaining reminder.
6. Relax.
7. Points to make.

Start by saying "My name is John Smith . . . etc

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|---|-----------|
| a. Background and upbringing: | 3 minutes |
| b. Experiences in life – BEFORE meeting Jesus | 2 minutes |
| c. The change that happened when met Jesus | 1 minute |
| d. Life AFTER meeting Jesus | 3 minute. |

Finish by saying ' my name is John Smith, and that's my thread.'

FINAL CHECKS:

1. Check battery capacity. Replace if necessary. (Flat must go on charger.)
2. Check which card to record to: A or B
3. NOTE; All other camera settings will be set ready to go.
4. RECORD: Red button on top – red light comes on.
5. Give countdown to start speaking. 5 – 1

TO CHECK THE RECORDING:

1. Switch camera to "media"
2. The playout console is on the top of the camera.

TO FINISH:

1. When card is full, slide cover to left, double push and remove the card.
2. Download the contents to a portable hard drive via a mac laptop.

3. Keep cards out of light and heat. After downloading reformat the card.
4. REFORMATTING CARD:
 - a. Turn camera on.
 - b. Switch to "media"
 - c. Go to menu: Scroll down to XXXX & click.
 - d. Go right down to bottom "Format media" > A or B > Execute yes X2.

Set the white balance in the beginning of the shoot. Make sure get the participant to wear a dark or vibrant coloured top so that it stands out with the white background and lighting.

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