

# Conducting your Interview

## **Helpful Production Tips**

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Extend the legs of your tripod evenly so that your tripod stands eye level with your subject.

Once the tripod is extended unlock the head of the tripod and “bubble” it so that the head of the tripod is level. You can do this by unlocking the bolt underneath the heads of the tripod. Check your tripod bubble again after attaching the camera.

Make sure your camera is secure on the tripod after attaching. Slide the plate of the camera into the tripod and make sure that the lock is loosened on the right and that the button is pushed in on the left. After sliding the camera into the tripod head, tighten the lock on the right side of the tripod.

After turning your camera on, make sure it is set to “Full Auto Mode”. Once in full auto the camera will automatically set the exposure, focus and color balance of the camera.

When seating your subject, make sure you are in a well lit room. Be careful about placing your subject in front of a window as it may blow out the exposure. Also, make sure that the lighting is even across the face and try to avoid defined shadows. Good natural lighting in a room can often be achieved by making sure that over head lights are on to fill in any shadows and that a nearby lamp is on to directly expose the face.

Make sure to conduct a “playback test.” A playback test is when you record a few seconds of test footage with audio and then play that footage back in the camera to make sure it recorded properly. To conduct a play back, test have your subject give a mic check and record 30 seconds of test footage. Put your camera into VCR mode, rewind your tape to the beginning and then press play. Make sure you have headphones on so you can hear the audio.

When placing your lavalier mic onto your subject, have them hide the mic cord as best as possible. This often works best by bringing the mic in underneath of the subject’s shirt. When clipping the mic onto your subject, make sure the mic is 6-10 inches down from the subject’s chin and is pointing up. Even though you will be off camera for the interview, mic yourself as well, so all the audio is clean for archiving.

Set all audio meters to “auto” in the camera and wear the headphones while conducting the interview so you can be sure that the audio is recording cleanly.

Make sure to have your subject fill out a talent release form.

If you are experience any technical difficulties while conducting your interview, contact 410.386.4415 to reach the CMC during its business hours (M-F 8:30-6).