



## Videographer Checklist

- Tape has been coded
- Battery has been charged
- Power cable is in camera bag
- Tripod has been checked for all parts
- Camera has been set up for interview
- Audio cable has been plugged into camera
- Audio and video levels and focus has been checked prior to interview
- Interviewee was framed in proper location for interview
- Camera operator breaks down camera and tripod
- Camera operator labels tape and tape case
- Camera operator fills out tape archive sheet
- All tapes and equipment are secured
- Helped collect all artifacts/photos – listed on proper form

Name \_\_\_\_\_

Project Name \_\_\_\_\_

Date of interview \_\_\_\_\_