



Filming Guide

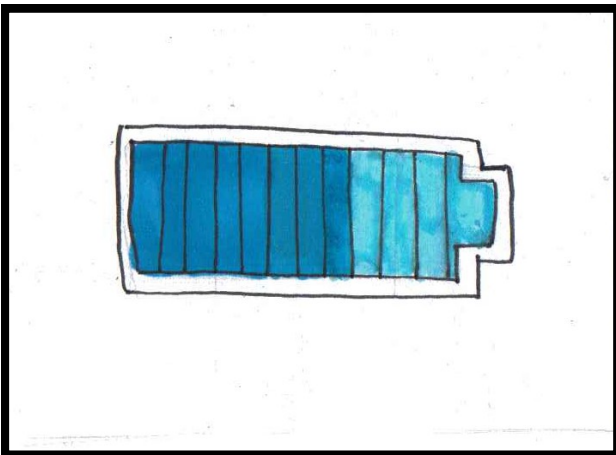
THINGS TO REMEMBER BEFORE YOU BEGIN



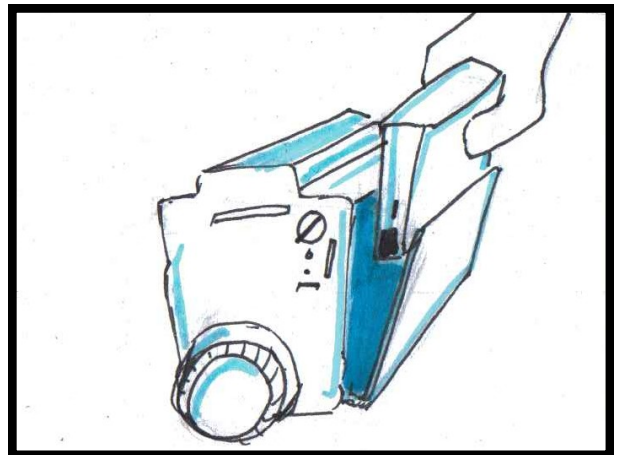
ARE YOU IN FOCUS?



KEEP THE CAMERA STEADY!
DON'T CUT OFF HEADS!

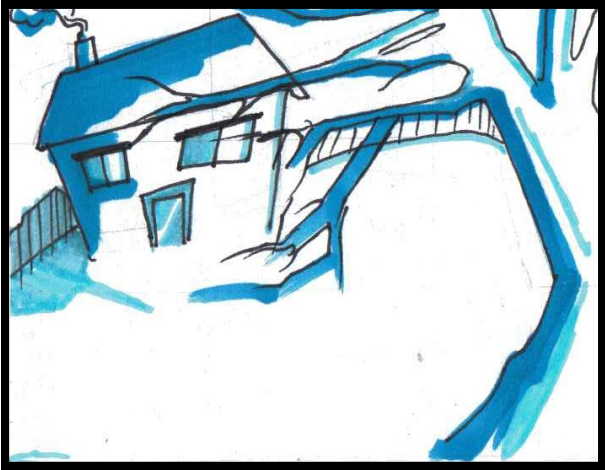


BATTERIES FULLY CHARGED?



VIDEO TAPE IN CAMERA?

QUICK SHOTS GUIDE



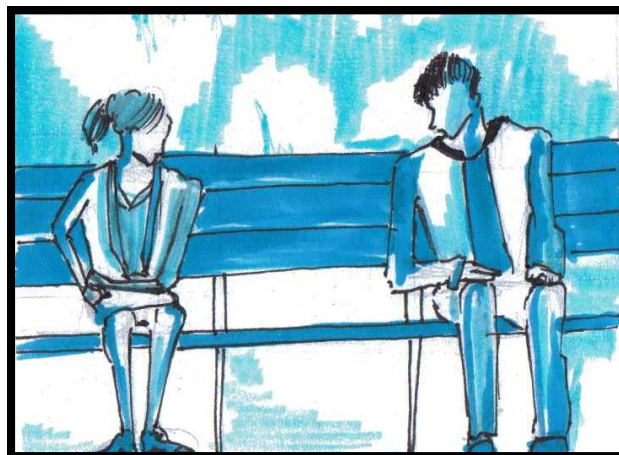
ESTABLISHING SHOT:

SHOW THE AUDIENCE WHERE YOUR ACTION TAKES PLACE BY ESTABLISHING THE SETTING

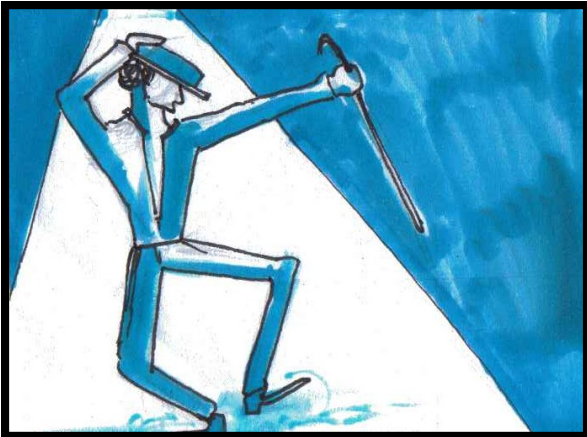


MEDIUM CLOSE UP SHOT:

COMMUNICATES GESTURES, BROAD EXPRESSIONS AND ACTIONS FRAMED WITHIN CLOSE LIMITS

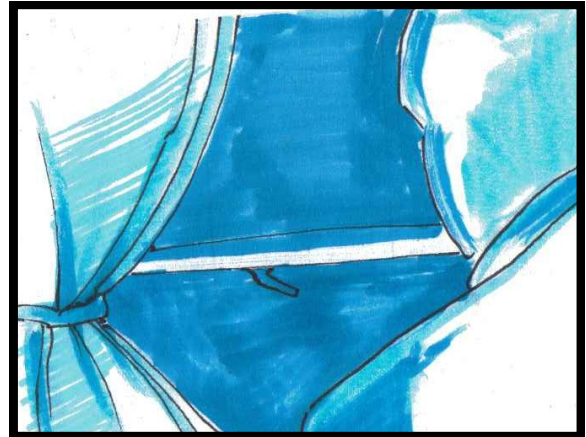


A 'TWO SHOT' IS AN IMAGE THAT INCLUDES TWO CHACRACTERS. IT IS USED TO COMMUNICATE INFOMATION REGARDING THEIR INTERACTION



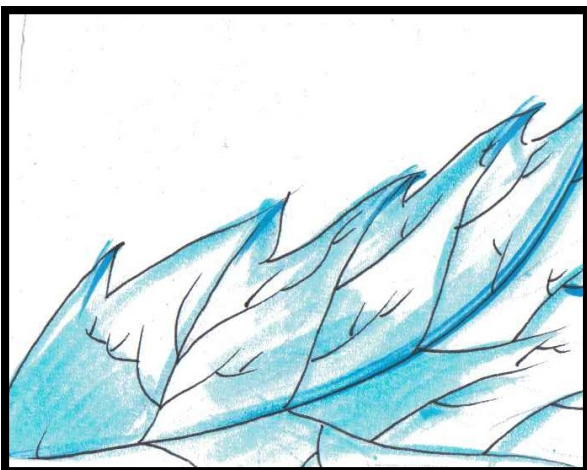
MEDIUM MID RANGE SHOTS:

MID RANGE SHOTS ARE USED TO COMMUNICATE ACTIONS AND INTERACTIONS OF CHARACTERS. (SHOW ONLY A LITTLE OF BACKGROUND WHILE LEAVING ENOUGH ROOM FOR THE ACTION TO TAKE PLACE)



OVER THE SHOULDER SHOTS

ARE USED TO DRAW THE AUDIENCE INTO THE ACTION...AS IF THE AUDIENCE WAS IN SHOT WITH THE CHARACTERS.



EXTREME CLOSE UPS

CAN ALSO BE DRAMATIC AND SHOW STRONG EMOTIONAL IMPACT



WHEN YOU'RE FILMING SOMEONE SPEAKING BE SURE TO FILM WHOLE SENTENCES. IT'S GOOD TO WAIT ABOUT 5-7 SECONDS AFTER A PERSON HAS FINISHED A THOUGHT – JUST IN CASE THEY HAVE MORE TO SAY.

Remember if you are making a film, then we need some key ingredients:

□ **A General View (GV)** – A general view which says where you or the people you are with are i.e. in your bedroom, at the office, church, view out the window etc. You should film gv's on a tripod or as a hand held wide shot, which lasts for at least 10 secs. Imagine if I was telling a story about my first visit to London and you never saw any shots of the city I was talking about.

□ **A Piece To Camera (PTC)**, - Think of the film as your own personal video diary - it is all about you talking to the camera – as if it were a friend. You can do this by either setting the camera on a tripod and talking straight to it, or doing some action like walking down the street and talking behind the camera as you show us what you are looking at. (Note that for the walking behind the camera shot you'd need to use a clip mic not a camera-top mic.

□ **Cutaways** – Cutaways are the pictures you need to film preferably on a tripod to illustrate the day – for example for my London story I would offer at least 10 pictures of London of varying sizes which illustrate what I have been talking about. These shots should be well composed and last at least 10 seconds each – preferably much longer

□ **Sound** – Is often the hardest thing to get right. Remember to always use your external microphone (this will usually be a clip mic on a long cable but may also be a 'gun' mic fixed to the top of the camera. Use as much light as is possible (switch on any additional lights such as table lamps etc) and at all times keep the camera on a wide shot. The clip mic needs to have the cable hidden and a gun mic will only pick up your voice if it is pointing at you – i.e. if you are talking to the camera.

Camera care and safety

Filming

- ☐ **Don't** try to film in dangerous situations.
- ☐ **Don't** do anything which might endanger you or damage the camera.
- ☐ **Never** walk backwards with the camera unless there's someone with you.
- ☐ **If** anyone tells you to stop filming, stop at once.
- ☐ **Keep** the battery safe from contact with any metal objects.

Avoid:

- ☐ **Sudden impact** - don't leave the camera in the boot of the car anywhere it might fall or receive a sharp blow.
- ☐ **Water** – dampness, or even a drop of rain, can cause irreparable damage. If it's raining use an umbrella but don't film for more than a few minutes. If you do get your camera wet, stop recording immediately, remove the battery, open it up and let it dry overnight in a warm place.
- ☐ **Sunlight** - be careful not to leave the camera in the sun or let bright light sources (especially sunlight) point into the eyepiece.
- ☐ **Sand and dirt** - these can kill your camera.

Cleaning

- ☐ Keep the lens and eyepiece clean.
- ☐ Lens tissues should be used for cleaning the lens only after you have brushed any dirt away with a lens brush.