

Bath Community Television

Event Videotaping Checklist

(It's recommended that you go over this list with BCTV Production Manager)

Who: Group, individual, organization sponsoring the event _____
Who is the performer, speaker or panel? _____
Do you have written permission to tape this event and these presenters? _____
How many Appearance Release forms do you require? _____

What What exactly, is the event? Performance? Speech? Lecture? Group Discussion?

How many or what type of microphones will be needed to get good audio of the event?

Will there be a PA system or a sound board to tap off of? _____
Do you need an audio mixer? _____
How many camera's will be needed to cover the event? _____
How many people do you need for your filming crew? _____

Where What is the location of the event? _____
Indoors _____ Outdoors _____
How is the lighting at the event? Will you need portable lighting? How much and what
Type? _____
Where is the power source for the equipment? _____
Do you need extension cords? _____ How many? _____

When What is the date of the event? _____ Time? _____
How long will it last _____
How much video tape will be needed _____ What format? _____
How many batteries will be needed _____

EQUIPMENT NEEDED

Video Equipment

Camera's _____ Tripods _____

Batteries _____ Videotape _____

Video Cables _____ Monitors _____

Audio Equipment

Microphones _____ Mixer _____

Mic Stands _____ Headphones _____

Mic Cables _____

Miscellaneous Equipment

Lights _____ Power Cords _____

Props. Furniture Etc. _____

Other _____

Video producer _____ **Phone number** _____