VIDEOING YOUR ACTIVITIES CHECKLIST

ORG NAME:_____

VIDEO TEAM I/C:_____

Getting moving footage of your events and activities is key. Your shots may very possibly be used as part of future international events. So it is important that they are shot professionally. For your events, ideally you will have two cameras, one that stays focused on the stage from the back of the room throughout the event and the other that can move around and take other shots (audience, etc.) from a variety of angles.

Read the hatting manual that Golden Era Productions sent to your Org Field Control Sec, entitled "How to Shoot Your Expansion Activities — An Instant Hat." Apply the instructions from that manual to ensure you competently shoot your events and activities.

The recommended cameras and video format are covered in the hatting manual.

A vital datum is to always PUT THE CAMERA ON A TRIPOD before shooting. Each time you move to a new location to shoot a different angle, reset your camera on the tripod before you resume shooting.

Also, ensure you USE THE CAMERA LOG FORM attached so we know what shots you took, the time code on the tape noted, and identify the people in the scenes — particularly an OT Ambassador, city opinion leaders or VIPs. Lastly, indicate on the log with an asterisk (*) what you think are the best shots.

The following is the list of the type of shots that are wanted:

1. Have a camera set up at the back of the event space so you can frame the stage. Make sure the camera is recording audio as well as pictures. Ideally, it would receive the audio from a microphone on the stage. Otherwise, turn on the microphone on the camera. If you have two cameras shooting the event, this camera remains stationary. It can shoot long shots and zoom in for medium and close-ups of the speakers at the podium, then pull back out to medium and long shots. (Note: It is not necessary to shoot the entire event. For instance, do not shoot the stage when video properties are playing on the screen.)

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2. Long shot of the event space showing the stage and the audience with the key speakers on the stage. Do this shot from the middle of the room and the right and left corners.

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3. Close-up shot of each of the speakers at the podium, as well as medium shots.

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4. Shots of the audience clapping, listening, standing ovation. Do this from different angles – shoot from the sides of the room, slowly panning the audience, and then go to the front of the room to each side and shoot the front of the audience.

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5. Additional specific shots of your activities, with at least one camera rolling:

    A. Shot of the event speaker demonstrating different points, holding up books, org boards, etc.

    B. Public signing their name on an org board such as for VM activities, Stress Test/bookselling teams, the Building Fundraising Committee or projects for your building.

    C. OTs or other Scientologists signing a staff contract with a big smile on stage.

    D. Shots of persons being presented certificates, etc., with the person doing the presentation. If there's a group shot, ensure this is also captured.

    E. Your Building Fundraising events or banquets (however, shots with food on the tables are not usable). This can include shots of the Honor Roll, commendation certificates or other items being used.

    F. Shots of a bookselling seminar with public doing drills and going over material, drilling book sales, stress tests, etc.

    G. Public in action on the streets doing stress tests and selling books.

    H. Use of the VM Cavalcade to introduce many new public to LRH tech.

    I. Shots of new groups and missions being opened.

    J. Shots of other Public Division activities to drive lots of new public in to the org.

    K. Locally originated shots that communicate your org and field actively working to make your org an Ideal Central Organization, including Central Files projects and other org move set-up projects.

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6. Send your shots in to Visuals Officer Gold with this checklist completed. Ensure you use the camera log forms to tell us what shots you did and where they are located on each of the tapes.

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- END OF CHECKLIST -