

CHECKLIST: IN YOUR OWN HOUSE

SETTING UP THE SHOT

- √ Treat your crew like gold
- √ Bring the releases you need
- √ Decide where you want your partner and yourself
- √ Beware of:
 - > Director's chairs
 - > Windows
 - > Things coming out of your partner's head
- √ Decide where you want your camera(s) based on how many you have
- √ Flop the key for half your interviews if you have more than one
- √ Keep the camera moving
- √ Or don't

PRE-ARRIVAL OF YOUR PARTNER

- √ Be ready early!
- √ Conduct a dress rehearsal if you have time
- √ Get client approval of your shot
- √ Ensure the A/C is off or can be turned off (can take a few minutes to cycle)
- √ Stow all gear neatly and/or out of sight
- √ Phones on stun

GOOD QUESTION!

- √ Clear the path from the door to your partner's chair
- √ Place an open bottle of water with a straw within reach of her chair
- √ Leave the talent release, if necessary, and a pen on her chair
- √ Capture thirty seconds of room tone before you start if possible

ARRIVAL

- √ Introduce yourself and your crew to your partner
- √ Show her to her chair and tell her what to expect
- √ Show her team the shot you're planning on the monitor
- √ Learn the names of the glam squad and let them contribute
- √ Call Last Looks and do final tweaks
- √ Follow the rules of a great interview from Chapter Eight:
 - > Start quickly
 - > Ask your partner to incorporate your question into her answers
 - > Make a connection by treating her like a dear friend
 - > Get the Big Picture
 - > Listen Actively
 - > Edit in your head
 - > Authentic emotion is connection, don't shy away from it
 - > Paraphrase your questions – your list is just a guide
 - > Respond non-verbally to keep your audio clean
 - > Interrupt if you need to but don't overdo it
 - > Pivot when necessary

GOOD QUESTION!

- > Employ the Awesome Power of WHY?
- > Get a great closing line

BEFORE YOU GO

- √ Check in with client often
- √ Get Handles by silently counting to three before saying Cut
- √ Release your partner and team
- √ Record room tone if you haven't already
- √ Restore the room to its pristine condition