

## Recording Procedure/Schedule

1. Turn on light/sound board --
  - a. Make sure you check sound levels for sound effects
  - b. Check that monitor is on
  - c. Sam will check the monitor and make sure that it is connected at the start of our time in the auditorium
2. Set up camera in CHL
  - a. Use Susan's phone so she can work on uploading it to FilmFreeway ASAP
  - b. Check angle
  - c. Denali will man the camera
3. Actors need to be in full hair and makeup/costume in the 30 minutes before we do final reminders and we start the recording
4. Final reminders about --
  - a. PROJECTING! (no mics means it's hard to hear you so try your best and be as loud as possible)
  - b. Frame of camera -- follow green tape
  - c. Sound effects will be coming from the small monitor on SR so be aware that they won't be as easy to hear as last time
  - d. Make sure to keep a distance of 6 feet onstage and off at all times
  - e. Keep the energy up! We only need to get a good recording of this once!
  - f. Turn OFF work lights & check that back curtain is pulled
5. Process for recording in person --
  - a. Cue camera to "**Start recording**"
  - b. Susan says "**Begin set**"
    - i. Nic, Frankie & Jacob go onstage and move set and stage props into place
  - c. Judge/Susan will set timer (7:30)
  - d. Susan says "**Begin play**" --
    - i. House lights go down, stage lights go up
    - ii. Actors begin acting
  - e. Judge/Susan will set timer (35 minutes -- 30 second grace period)
  - f. Susan says "**Play ends**"
    - i. Timer will be stopped
    - ii. Camera can end recording
  - g. Not necessary to film strike