

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