Video Production Orientation Checklist

The following is a list of tasks common to an average recording session using the Blackmagic Design Pocket 4K Cinema Camera. Patrons wishing to utilize the equipment will need to successfully demonstrate their ability to perform them during a Video Production Orientation.

General Use/Reservation

- ☐ Anyone wishing to use the video production equipment (camera, background lighting kit, microphones) must pass a video production orientation. Anyone with an SLCL library card can sign up for this orientation free of charge.
    - ☐ This orientation primarily covers use of the camera and certain microphones. Staff are available to help with setup of the background lighting kits.
- ☐ Patrons can reserve the camera equipment for blocks of two hours at a time, up to eight hours a week.
- ☐ Patrons are responsible for any footage created using the video production equipment. This includes ensuring their files are transferred to a personal data storage medium (e.g., hard drive, flash drive, etc.).
    - ☐ Staff will format the camera's memory cards after every reservation. **This will erase all data on these memory cards, so you must make sure your data is copied to a personal drive before you leave.**

Setting Up

- ☐ Properly provide power to the BMD Pocket 4K camera:
    - ☐ Locate the battery flap on bottom of Pocket 4K camera and properly insert battery
    - ☐ Attach Power Cable to Camera
- ☐ If not already attached, show how to attach tripod quick release plate to camera/camera cage
- ☐ Demonstrate proper Lens Etiquette
    - ☐ Keep the lens and camera body capped until ready to attach lens
    - ☐ When passing the lens to another person, verbally ensure they are holding onto the lens before you let go.
- ☐ Show how to Attach and Detach a lens.
- ☐ Show how to mount the SSD Hard drive and plug in the provided USB cable
    - ☐ At this time, also demonstrate how to mount any other accessories to camera cage
- ☐ Power on camera.

Adjusting Video Settings
- ☐ Show how to adjust recording resolution and frame rate, and explain general effects of changing these:
    - ☐ Resolution: Higher = more detailed but larger file size
    - ☐ Frame Rate: Higher = smoother motion, but larger file size and requires more light
- ☐ Show how to set recording color space, and explain differences between
    - ☐ **Video:** Footage requires minimal color correction in post-production, but can potentially lose detail in darkest and brightest parts of image during recording.
    - ☐ **Film:** Footage requires color correction in post-production, but captures more brightness detail during recording.
- ☐ Show how to adjusting ISO/Gain, Aperture, and Shutter Speed, and explain general effects of changing these
    - ☐ **ISO/Gain**: Higher = brighter but noisier
    - ☐ **Aperture:** Higher = darker but more in focus at a time
    - ☐ **Shutter Speed:** Higher = less motion blur but darker

Adjusting Audio Settings
- ☐ Show how to power on the lavalier microphones and attach them to talent
- ☐ Show where to turn on Phantom Power in camera settings, and explain when it should be used
    - ☐ Phantom Power is power delivered to a certain type of microphone (condenser) via its own audio cable so the microphone can function. Phantom Power should only be used when attaching condenser microphones without their own power supply (e.g., an internal battery); phantom power will eventually drain the camera battery, and can potentially damage certain other types of microphones.
- ☐ Demonstrate where to select the desired audio input jack in the camera settings, and how to adjust input gain.

Media
- ☐ Show how to transfer data from harddrive/SD card.
- ☐ Demonstrate how to format the camera's memory card.
    - ☐ Staff will format these memory cards after every use, so make sure you transfer your data before you leave.