



Interview set-up

- make interviewee comfortable
- explain the process
- 'quiet on set'
- turn off mobiles, fridge, radios, machines, close doors
- don't 'aha' - use silent nods to show interest
- prepare OPEN questions
- ask them to incorporate the question into the answer
- 'How does that make you feel?'
- 'I haven't had your experience, what do you really need me to know?'
- 'Is there anything you want to add?'
- be curious - you have all made an effort for this to happen
- make them shine on screen

Focus

- zoom in on eyes to check focus
- auto focus is set to the centre

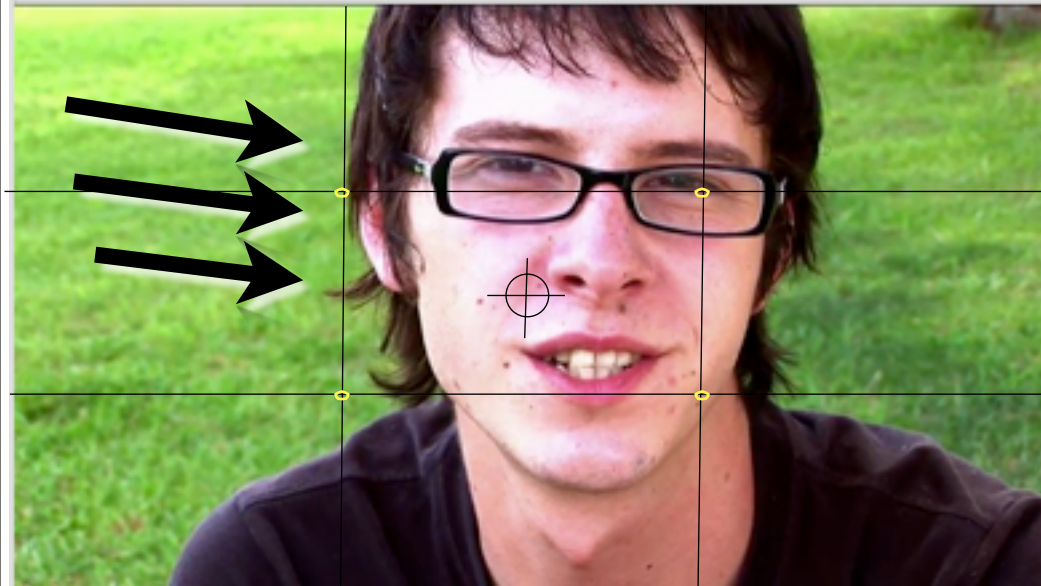


Background

- don't let the background overtake interviewee
- place interviewee a meter from the background

Lighting

- light from one side to create a contrast on the face, creates '3D'
- inside - ensure there is enough natural light
- outside - avoid
- bright sun on lens
- bright sun on eyes, squinting, shadows
- avoid hats, sunglasses



Coverage

- wide shot - introduce location
- mid shots - easy on the eye
- close up - share their emotions lets the audience get closer
- cut aways - to cut between the head shots - hands, clock, at the computer, working, showing skill, in the community
- avoid zooming while they talk, adjust shots between answers
- don't button off too quickly

Framing

- use a tripod - stable shot - an interview is for sound bites, not action
- rule of thirds - eyes on the top line - action points at intersections
- breathing space - create a visual space to talk into
- avoid awkward positioning of the speaker
- sit close to camera so they can look towards the lens
- avoid 'shifty eyes' - anyone in the room must sit near the camera

Sound

- Directional mic: point at speaker, get as close as possible
- Radio mic: turn both on
- always wear headphones, the microphones can stop, crackle
- their voice must be crisp
- avoid wind noises
- show noises: clock, cars, typing
- beware mic handling noises
- record atmo, the 'silence', it is different in every location