

NAME: \_\_\_\_\_ CLASS/SECTION: \_\_\_\_\_

SEMESTER \_\_\_\_\_ PROFESSOR: \_\_\_\_\_

**Video Camera & Tripod Operation (Basic) - \*starred items are required**

		Identify camera and all kit components*
		Remove lens cap & check lens
		Attach power source - battery and AC power*
		Set up tripod & level*
		Attach tripod plate & mount*
		Power on*
		Load tape, take test recording and play back in VCR mode*
		Basic tripod operation (pan, tilt, lock)*
		Focus & white balance
		Locate controls for manual exposure, shutter, menu, camera search & VCR/VTR controls mode
		Attach A/V cables
		Re-pack Camera kit
		Name 3 safety/handling precautions for camera/tripods*

**Field Audio Recording Setup - no more than 1 wrong to pass**

		Identify and assemble mic
		Mount mic on boom pole, camera or stand
		Identify and attach audio cords
		Tape off loop
		Attach headphones
		Adjust record level
		Adjust monitor level
		Take recording & check playback
		Disassemble, re-pack & coil cables
		Name 3 safety/handling precautions for audio recording*

**Lighting Kit Setup & Operation (Basic) - no more than 1 wrong to pass**

		Identify kit and all components
		Set up stands
		Mount lights (safety scrims)
		Attach power cords
		Attach umbrellas, gels, et al.
		Power up/down (cooling time)
		Dismantle and re-pack
		Name 3 safety/handling precautions for lighting*

Please date, initial and indicate pass or fail under the corresponding test heading

		cam/tri	audio	lights
1. test date _____	tutor _____	_____	_____	_____
2. test date _____	tutor _____	_____	_____	_____
3. test date _____	tutor _____	_____	_____	_____