Camera Operations Checklist

**Note: Cameras and accessories are color-coded with stickers**

1. Attaching battery
2. Removing battery
3. Charging battery
4. Re-attach battery
5. Turning on camera
6. Taking off lens cap
7. Write your name on one of the mini-DV tapes
8. Putting in and ejecting the mini-DV tape—carefully, two step process
9. Choose camera or vcr/playback setting
10. Headphones: plugging in and adjusting volume—use the headphones to monitor audio and listen to playback
11. Shooting the camera
   - What the viewfinder shows (battery strength, time remaining, etc)
   - Holding the camera
   - Zooming in and out
   - Recording and stop recording
12. Note on some cameras the filter settings that can help brighten and darken
13. Tripods: Setting up, attaching to camera, removing, and putting away in holder
14. Using the portable light kit
15. Shoot a short interview
16. Playback video: Find headphones jack on camera and listen and watch interviews (can hear without headphones, depending on camera)
17. Putting away equipment after a shoot—carefully stow the gear in the various carrying case. Never force things!