



Keynote Filming Guide

Camera Details:

Cam 1: Zoom lens tight on the speaker (this is the camera that needs to be operated throughout the talk with audio)

Cam 2: Wide angle of entire room or medium shot from back of the room (does not need to be operated as long as it can run throughout presentation)

Bonus equipment, but not necessary:

Steadicam for shots before event

Audio Details:

1 lav mic on speaker direct to camera (monitored the entire time while filming to ensure quality)

1 external recorder into the house PA for backup audio

*Please capture **two** forms of clean audio. Please connect with the AV tech as soon as you arrive at the venue. Ask if you can plug an external recorder into the AUX out port of the PA system. Almost always, this is massively blown out. Please test it while listening with headphones and record very low to make sure we have clean audio from the PA system. You will want to bring a 1/4 inch and XLR cord with you so you have both options, depending on what they suggest for the PA.

*The bandwidth for wireless lav microphones in hotel rooms right now is extremely limited. Only one audio channel remains after two were sold to the government last year. If you use a wireless mic, you will experience a lot of pops in and out. We highly recommend micing the speaker with a [Tentacle Sync](#). If you have this, please use it. If not, please use a lav mic setup into your camera and make sure you have the clean backup audio out of the PA system.



Shot List

Before Event:

Shots of the room (empty tables, people setting up etc.)
Room filling up (time lapse)
Shots of speaker in the room before (if possible)
People getting their badges at registration
Shots of books in the back
Shots of speaker interacting with people before/after the talk

During Event: (Essential)

Cam 1: Close up following speaker the entire time
Cam 2: Fixed cam in the back of the room: Make sure to have both the speaker and back of the audience to show room size etc.

After Event:

Please try and capture testimonials following the event. It's best if you can put a lav mic on the subject to capture good quality audio. Be sure the speaker asks the meeting coordinator who brought them in for a testimonial. Ideally, you'll film 4-5 testimonials.

Testimonial questions:

1. What was your experience as you listened to the speaker?
2. What was your favorite part of the presentation?
3. What is one take away that you will immediately put into action?
4. What did you think of XXX as a presenter?

Filming Specs:

- 24 fps for testimonials, presentations, interviews
- 60 fps for b roll
- 4k preferred
- LOG preferred



Important Notes:

- Wear long pants and dress in all black or muted colors whenever possible. Your appearance when you arrive to film our clients leaves a lasting impression.
- *Use manual exposure. Set the exposure and leave it set to this exposure the entire time you follow the speaker. Only change the exposure when focused on the audience instead of the speaker, then set it back to the original aperture or ISO.
- *Use manual focus during the keynote.
- During the *post-keynote activities*, do not just film the speaker. Instead, focus on people writing notes, interacting, etc. The best way to do this is to set up close to the speaker and when people come to speak with them, ask if they would be willing to share their experience.
- Never film the powerpoint, except when the speaker walks in front of it. Slides can be added to video after so please don't try to get the screen in frame.
- If you are filming with multiple cameras, please label each camera's footage clearly (*Camera A, Camera B, etc*). This is particularly important if you are using 2 or more versions of the same camera.
- Label all footage clearly:
 - YearMonthDay_ClientName_Event
 - Example: 20230101_JaneDeer_WorldLeadersSummit
- Include a text document within your main project folder outlining which model cameras and audio recorders used, as well as a brief on what was captured and any notes from the shoot.