CHECKLIST FOR VIDEO & AUDIO

Please keep notes and return this checklist with your submission.

Preliminary checklist:

A) Get authorization or permission if required (or recommended) for site access and photography.
B) Good material can be a location, action, or close-up. Footage that is unrelated or too abstract is unlikely to engage an audience. Be creative!
C) Do not photograph anything confidential, personal, or controversial.
D) Release forms are required for any recognizable person on camera.

Chapter: ____________________________

Point of Contact: ____________________________

Featured ASEA Member: ____________________________

ASEA Member
Team member: ____________________________ Role: ____________________________

Team member: ____________________________ Role: ____________________________

Team member: ____________________________ Role: ____________________________

Team member: ____________________________ Role: ____________________________

Team member: ____________________________ Role: ____________________________
**SHOT NO.1** (0:30) of **setting related to member’s work duties**

Title: __________________________________________ Date: ________________

Location: __________________________________________ Length: ________________

Device: __________________________________________ Resolution: 1080p

Description/Notes: __________________________________________

__________________________________________________________

**SHOT NO.2** (0:30) of **setting related to member’s work duties**

Title: __________________________________________ Date: ________________

Location: __________________________________________ Length: ________________

Device: __________________________________________ Resolution: 1080p

Description/Notes: __________________________________________

__________________________________________________________

**ASEA Never Quit Videos—A chapter-driven, staff-produced public relations campaign**
SHOT NO.3 (0:30) of setting related to member’s work duties.

Title: __________________________________________ Date: ____________

Location: __________________________________________ Length: __________

Device: __________________________________________ Resolution: 1080p

Description/Notes: __________________________________________

________________________________________________________________________

________________________________________________________________________

SHOT NO.4 (0:30) of setting related to member’s work duties.

Title: __________________________________________ Date: ____________

Location: __________________________________________ Length: __________

Device: __________________________________________ Resolution: 1080p

Description/Notes: __________________________________________

________________________________________________________________________

________________________________________________________________________

ASEA Never Quit Videos—A chapter-driven, staff-produced public relations campaign
SHOT NO.5 (0:30) of member describing work duties.

Title: ___________________________________________ Date: _____________

Location: _________________________________________ Length: ___________

Device: ___________________________________________ Resolution: 1080p

Description/Notes: ____________________________________________


SHOT NO.6 (0:30) of member describing work duties.

Title: ___________________________________________ Date: _____________

Location: _________________________________________ Length: ___________

Device: ___________________________________________ Resolution: 1080p

Description/Notes: ____________________________________________

ASEA Never Quit Videos—A chapter-driven, staff-produced public relations campaign
INTERVIEW SCRIPT (if recording video, break recording into 0:30 segments)

Title: ___________________________ Date: ________________

Location: ___________________________ Length: ________________

Device: ___________________________ Resolution: 1080p

Description/Notes: ___________________________

________________________________________

________________________________________

FINAL CHECKLIST

Are there any details that editors should be aware of? ___________________________

________________________________________

________________________________________

Did featured member sign a release form? Yes / No
Are there other individuals who need to sign a release form? Yes / No
Are release forms included with submission? Yes / No
Has entire team been asked to sign Never Quit/PAC forms? Yes / No
Are Never Quit/PAC forms included with submission? Yes / No