



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: _____



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: _____



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: _____



INTERVIEW SCRIPT (if recording video, break recording into 0:30 segments)

Title: Interview Script 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