Videotaping Checklist

Session Code: _____________

Before Going to Center for the Observation
- Center Consent
- Parental consent – 100%
- Staff consent form-100%
- Pre-plan equipment set-up with center director and classroom staff
- Inquire about Visitor Procedure
- Complete pre-visit sections of the VOR

Before Observation Set-up
- Check into center
- Meet with center director
- Pick up additional parent/child consent forms
- Pick up additional staff consent form
- Talk with staff about children with denied parental consent for video/audio
- Note on VOR any children without consent (not names but brief description of appearance)
- Assure that all team member present, especially videographers are informed of non-consented subjects
- Check with staff about any unusual events that may affect meal; note on VOR
- Confirm camera placement and where staff will be or will sit during meal

Videotaping Equipment Set-up
- Check to be certain the pre-assigned code is on the videocassette and insert cassette in camera
- AC power – tape all cords directly to the floor, table legs, and table top
- Camera Batteries – use LCD screen very sparingly
- Tripod – adjust to eye-level with children and table
- Put fresh batteries in directional and PZM microphones
- Directional microphone (switch microphone to ON)
- PZM microphone taped to table (switch microphone to ON)
- Connect headphones to cameras

Complete One Minute Equipment Test:
- Camera running smoothly and recording
- Microphone picking up quality sound (use headphones to check)
- Cassette recording both sound and visual images

During Video Observation
- Begin recording just before subjects arrive at the table
- Wear headphones at all times to monitor audio recording
- Check viewfinder/LCD screen often to monitor video recording
- Document VOR items
Following Video Observation

☐ Secure VOR in a folder in the equipment bag
☐ Eject tapes, beak or slide write-protect tab
☐ Secure cassettes(data) in camera case

Break Down Equipment

Headphones replaced in carrying case
☐ Headphone #1
☐ Headphone #2

Microphones replaced in carrying case
☐ PZM #1
☐ PZM #2
☐ PZM adapter cable #1
☐ PZM adapter cable #2
☐ Directional #1 (switch microphone OFF)
☐ Directional #2 (switch microphone OFF)

Cameras replaced in carrying case
☐ Camera #1
☐ Camera #2

Cords replaced in carrying case
☐ Unplug cords
☐ Replace plug covers in outlets
☐ 25 Foot #1
☐ 25 Foot #2
☐ 15 Foot #1
☐ 15 Foot #2
☐ Remove sticky residue

Tripods replaced in carry case
☐ Tripod #1
☐ Tripod #2

☐ Check that all data, notes, cassettes, equipment have been packed up
☐ Complete and sign checklist
☐ Check out of center

Signature ___________________________________ Date __________