

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
- or**
- 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 _____