

# UrbanFox.TV

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## SETTING UP AN INTERVIEW

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1. Find a fixed (non swivel) chair for your interviewee
2. Check the background behind the chair (is it boring, too busy, too bright?)
3. Raise the camera lens - level with the eyes of interviewee
4. Place camera as close to the eye-line as possible
5. Check the tripod's spirit level
6. Zoom in to check the interviewee is in focus
7. Zoom out to an MCU of the interviewee
8. Frame the interviewee on the thirds (green line)
9. ... with looking room in front of them (red arrow)
10. White balance camera
11. Mic interviewee and check level
12. Mic yourself and check level
13. Check exposure
14. Start recording...Start asking questions
15. Remember if you change shot size – do it only when you ask a question.
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16. To help with the edit - shoot their hands
17. Then shoot an over the shoulder 2 shot
18. Plus, some appropriate cutaways



**W.....White balance**  
**A.....Audio**  
**F.....Focus**  
**F.....Framing**  
**L.....Legs (tripod)**  
**E.....Exposure**