Healthy Set for Filming

ALL students and student groups must agree to follow [state](https://www.coronavirus.kdheks.gov/), [county](https://www.sedgwickcounty.org/covid-19/local-orders/) and [university](https://www.wichita.edu/about/COVID-19/index.php) health and safety guidelines, in regard to Covid-19 and best practices for productions.

**Infection Control & Diagnostic Testing**

Regular, periodic testing of the cast and crew is encouraged to mitigate the risk of the spread of COVID-19. [CDC Symptom Self-Checker](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

**Personal Protective Equipment**

It is always recommended that face covering be worn when on set or at production/studio facilities workspaces, except when not feasible as noted below. Medical masks, cloth masks and face shields. It is recommended that all cast and crew have personal face coverings that are assigned to the individual and are not shared with others.

Avoid universal glove use by all cast and crew. Gloves may be worn as infection prevention PPE when touching potentially contaminated commonly shared equipment is unavoidable and equipment cannot feasibly be disinfected (e.g., lighting/electrical cables, worn costumes, etc.)

**Hand Hygiene**

Hand hygiene is a cornerstone of infection prevention. Given the potential concern about transmission of COVID-19 via contact, enhanced hand hygiene measures are critical.

Recommendation to follow regarding hand hygiene:

Cast and crew should avoid touching their eyes, nose and mouth.

Hand sanitizer should be present at all times.

Cast and crew should be made aware of proper hygiene practices (washing for a minimum of 20 seconds of duration, scrubbing all surfaces)

Production should encourage and promote opportunities for cast and crew to practice hand hygiene and perform disinfectant wipe downs of high-touch areas.

Hands should be washed or sanitized:

Upon arriving at the production site.

After blowing one’s nose, coughing, or sneezing.

After using the restroom.

Before and after eating or drinking.

After contact with animals or pets.

After handling shared equipment or objects.

After cleaning or disinfecting equipment, tools or workspaces.

**Disinfection and Maintenance**

Heightened cleaning and disinfection should be practiced.

High-touch surfaces should be wiped down periodically, following the disinfectant manufacturer’s instructions (e.g., safety requirements, protective equipment, concentration, contact time).

All workspaces should be cleaned with increased frequency, with an emphasis on high-touch surfaces.

Whenever possible, minimize use of shared equipment.

Manufacturer’s cleaning instructions should be followed for cleaning of sensitive equipment such as electronics.

Production on set and work off set should designate specific individuals to perform high touch wipe down, with an emphasis on shared spaces and equipment.

Hand props (other than those with unique cleaning requirements) should be cleaned and disinfected before and after use by different persons.

Hands should be cleaned before and after handling props, accessories and other items.

Personal equipment (such as tools, headsets, microphones and radios) should be cleaned and disinfected before being issued and then at least once per day.

Personal items or equipment that must be shared between members of the cast and/or crew should be wiped down with disinfectant between use and hand hygiene should be performed after handling.

Whenever possible, use of paper that may be transferred or shared between persons should be minimized. Alternatives such as electronic scripts and electronic sign-in/out should be explored.

When paper scripts are unavoidable, they should be assigned to a specific individual, clearly labeled with their name, and not shared between others.

**General Infection Prevention Issues**

Physical contact should be avoided, including shaking hands, “high fives,” fist or elbow bumps, or hugging. Physical contact related to performers is discussed below.

In indoor spaces, ventilation systems and other measures should be used to increase circulation of outdoor air as much as possible (e.g., by opening windows and doors when possible, using fans and other methods).

Stagger cast and crew call and wrap times to limit the number of individuals arriving to and departing from set simultaneously.

All cast and crew should participate in daily symptom monitoring.

Cast and crew are expected to immediately notify a designated person or persons if they are experiencing, or a member of their household is experiencing, symptoms of COVID-19.

If a cast or crew member develops symptoms of COVID-19 when off site, they must not go to work, should seek testing, and should immediately contact their healthcare provider.

**Physical Distancing**

Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. Cast and crew should practice physical distancing whenever possible. Physical distancing involves maintaining a distance of at least 6 feet from any other person at all times. Cast and crew should avoid congregating in groups. When groups of people must be in the same room, keep groups as small and consistent as possible.

Visible physical indicators (e.g., cones, duct tape or signage) marking 6 feet of distance should be placed in areas where people must congregate.

Use phones, videoconferencing or similar technologies for meetings whenever possible. Avoid people gathering around a computer to watch together. Consider virtual production meetings whenever feasible.

Whenever possible, move to virtual writers’ rooms.

When virtual writers’ rooms are not possible, maintain 6 feet of distance, use face coverings, and perform hand hygiene before and after the meeting. Minimize use of paper.

Use technology options such as additional monitors and remote viewing.

COVID-19 transmission is more likely when there is singing, loud speaking, and yelling as in live performances. Maintain at least 15 feet of separation if possible between performers and crew. Where necessary, install barriers or implement alternative placement of performers. When possible, utilize outdoor areas for performances to increase ventilation.

Equipment Loaners

Students can request equipment from Student Involvement on ShockerSync:

<https://wichita.campuslabs.com/engage/submitter/form/step/1?Guid=3a6af8e3-9e07-427c-89c2-b84aaa9aad56>

Shocker Studios

<https://www.wichita.edu/academics/fine_arts/digital_arts/shocker_studios.php>

Animation Studio

Motion-capture Studio

Film Studios

Recording Studios

2D and 3D Design Studios

* Students looking to work with Shocker Studios needs to contact the studio for more information regarding scheduling and requests.

Tips for Video Production

Preparation

* Thinking through the process of video production from start to finish can help you identify potential problems that may arise during filming, weak points in your story, or difficulties you may face during editing or distribution. Anticipating these problems can help you avoid them, and the next phases of creating a video will be much smoother.
  + Identify the intended audience
  + Create a team and gather assets
    - What equipment or services are available to you?

Developing a Script

* A good script holds the audience's interest, is easy to understand, and is as concise as possible.
* The conflict and resolution may be obvious or subtle to the viewer, but it is important to include it in to maintain their interest.
* There are other elements to the story that can add depth and interest to your video as well. You may have an interesting character, a significant change in a community's attitude, or an interesting landscape that is an essential setting for your story.

Shot List and Storyboard

* Shot lists are simply a list of shots you are planning on collecting that may have detailed notes in a table that show location, time of day, and the subject.
  + Shot lists are great to help keep you organized and on schedule.
* Storyboards are drawn out pictures of each shot that resemble a comic strip.
  + Storyboards help you articulate your vision to other team members.
* Start by writing the ideas you have down on the script itself.
* Some shots may need supporting graphics, or a voiceover script to clearly convey the message.
* Whether the visuals are obvious or not, we can always communicate more to the audience by thinking about what should be included in the frame.
* Gather footage that gives viewers an understanding of a character to add needed context for the story.

Location Considerations

* You probably understand that you want to shoot in a location that helps you tell your story visually, but there are a few other factors to consider when choosing a location. One often overlooked and yet essential element of a good location is sound. You may have a beautiful landscape in mind, but if it is right next to a highway or an airport, capturing quality sound may be difficult. Other considerations include access to electricity and bathrooms.

Shooting Video

* Framing
  + Camera height and placement determines framing and offers a lot of subtext to a viewer. While many choices are subjective, it is still important to make decisions with awareness of the impact they may have on the audience.
* Eyeline
  + Setting the camera below the eyeline gives the subject more power and authority. Setting the camera above eyeline makes the subject seem small and diminishes authority. Generally, professionals will want to set the camera height at eye level with the subject as this feels like talking to a peer and inspires trust in the viewer. You can also choose to have your subject look straight into the camera or angle him to give the impression he is talking to someone off camera. This will either make the viewer feel like they are a part of the conversation or are listening in on an outside conversation. Taking into consideration the content and tone will help you decide how to set the subjects eyeline.
* Distance
  + Setting the camera close or far away can determines the intimacy of the shot. Generally, professionals will want to set the shot somewhere between Medium and Medium Close shots, and Close Ups can be used to convey more emotion, and Long shots can be used to show a subject in relation to the setting.
* Lighting
  + Lighting plays a big role in affecting the mood of a video. Generally, for professionals, the lighting should be bright and even. Harsh shadows and lower light often create darker moods. Try to choose locations where the light can be bright and even.
* Getting Good Sound
  + While having a quality and appropriate type of microphone are certainly factors to consider, the most important element is that your microphone is properly placed. It is generally best to place the microphone as close to the subject as possible, while doing your best to not include it in the frame.

Editing Video

* One way to start organizing footage is by creating folders based first on the location they were shot, the date, time of day, and finally separating interviews from b-roll.
* As you are organizing your footage, it is also good to go through the footage that you captured. Any unusable footage such as false takes or unfocused subjects can be deleted at this time, which will help you save storage space on your computer. Be sure not to delete any footage that could still be used such as blurry footage with a great audio clip, because there may be ways to creatively use it in the editing process.

Editing and Software

* Below is a list of recommended free software video editing software programs as well as tutorials that can help you start editing your footage:
  + Apple iMovie
  + Windows Movie Maker
  + Davinci Resolve
  + Vimeo