

# VIDEO TEAM

## TRAINING GUIDE

### TABLE OF CONTENTS

VIDEO TEAM JOBS - 2

TERMS - 3

SHOTS - 6

NOTES - 8

# Video Team Jobs and Duties

## ProPresenter Operator

Responsible for the operation of ProPresenter to display lyrics, message graphics and images.

## Camera Operator

Operate video cameras within the sanctuary, composing shots, while following guidance from the Video Director.

## Video Director

Responsible for the overall look and feel of video captured for broadcast. During services, the director communicates with camera operators to obtain desirable shots, and with the proresenter operator to make sure correct graphics are loaded.

## Video Technical Director (Video TD)

Responsible for getting the stream setup and making sure it is running while live. Also Responsible for execution of all cuts, dissolves, graphics (through the video switcher) as directed by the Video Director.

## Producer

Responsible for the planning, packaging, and overall presentation of the service (as designed by the creative/worship team).

## Important Times *(these times are for normal services)*

### Wednesdays

7:00pm - Band rehearsal (*this is not mandatory for anyone, but everyone scheduled that weekend is welcome to attend*)

### Sundays

7:00am - Prayer/Run-through

8:00am - IMAG only and sermon stream to campus

9:30am - IMAG and Streaming online

11:00am - IMAG and streaming online

## TERMS

### **Zoom In (Push) or Zoom Out (Pull)**

Increasing or decreasing the zoom on the camera.

### **Tilt Up or Tilt Down**

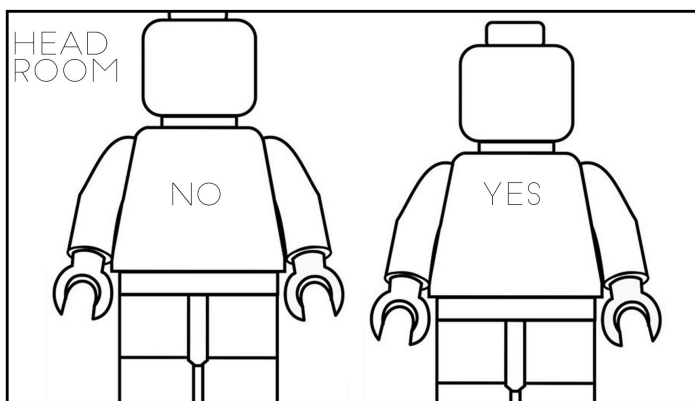
Move just the camera head up or down. Show more of the top of the frame or more of the bottom of the frame.

### **Pan Left or Pan Right**

Move just the camera head left or right. This would show more of the left side or right side of the frame.

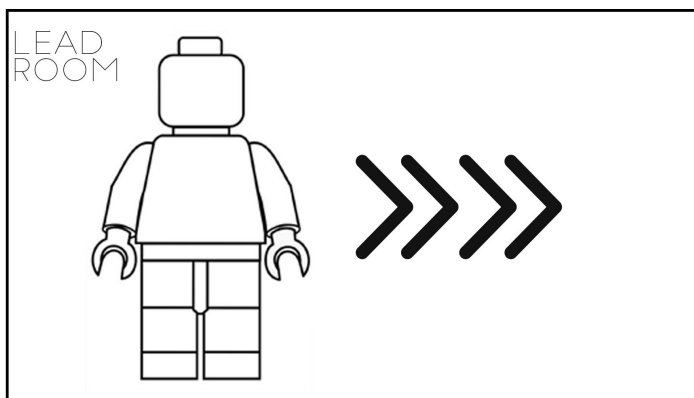
### **Head Room**

The term given to the amount of the frame space above the subject's head.



### **Lead Room**

The amount of space in the frame in front of the subject.



### **Take/Cut**

Camera is quickly cut to program out

### **Dissolve/Mix**

Camera is slowly dissolved to program out

### **Ready/Standby**

Next camera to be cut or dissolved (live) to program out

### **Clear**

Camera fading out is no longer live on the big screens. Wait to hear that you are clear before setting up your next shot.

### **Fade**

A transitional device in which either an image gradually dims until the viewer sees only a black screen (fade-out) or an image slowly emerges from a black screen to a clear and bright picture (fade-in).

### **Rack Focus/Bokeh**

A change of the field in focus taking the viewer from one object to another that was previously out of focus.

### **Gain Up or Gain Down**

Electronic amplification (brightening or darkening) of the video signal

### **Iris Up or Iris Down**

Changing the iris (brightness) of the camera up or down.

### **Preview**

Camera which is next (ready/standing by) to go live

### **Program**

Camera which is live

# Camera Shots

## Camera View Balance

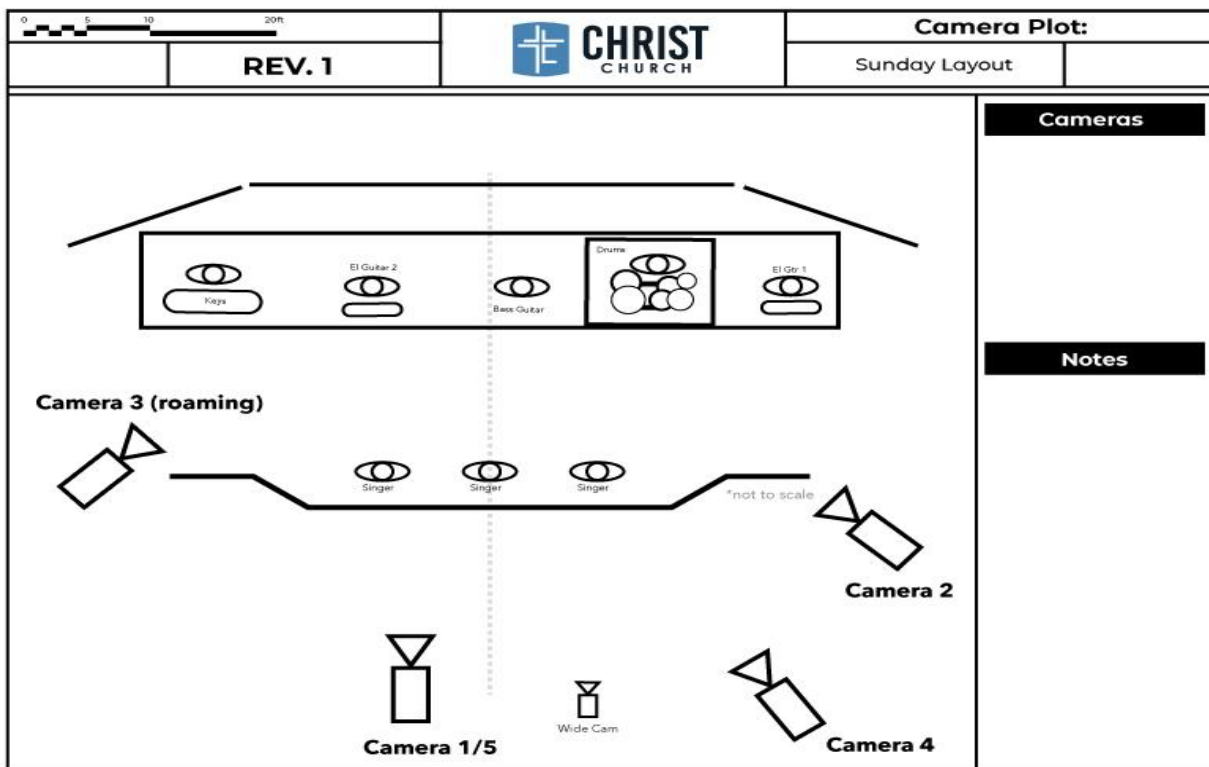
### Message

Use the 70/30 rule. Spend 70% of the message portion locked on the camera that has a close or medium shot, follow the speaker by paying attention to where their shoulders are facing. Cut away to a wide shot only 30% of the time. When cutting from one shot to another, pay close attention to pauses in speech or transitions of thought. Avoid cutting away in the middle of a sentence or thought.

### Worship

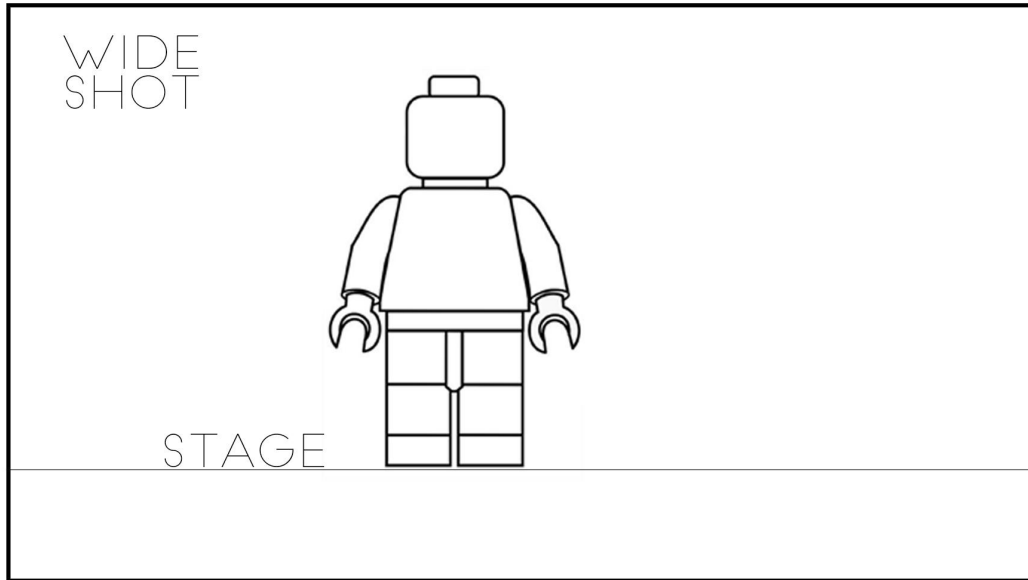
During the music section of our service make sure the camera is always moving. We are looking for pans and zooms that fit appropriately with the music being played. (Ex. slow zooms on a slow song.) Loosen tripod heads to simulate handheld motion We also need to make sure we always establish who is leading the song by cutting back to the song leader frequently.

## Cameras (plot as of 2022)



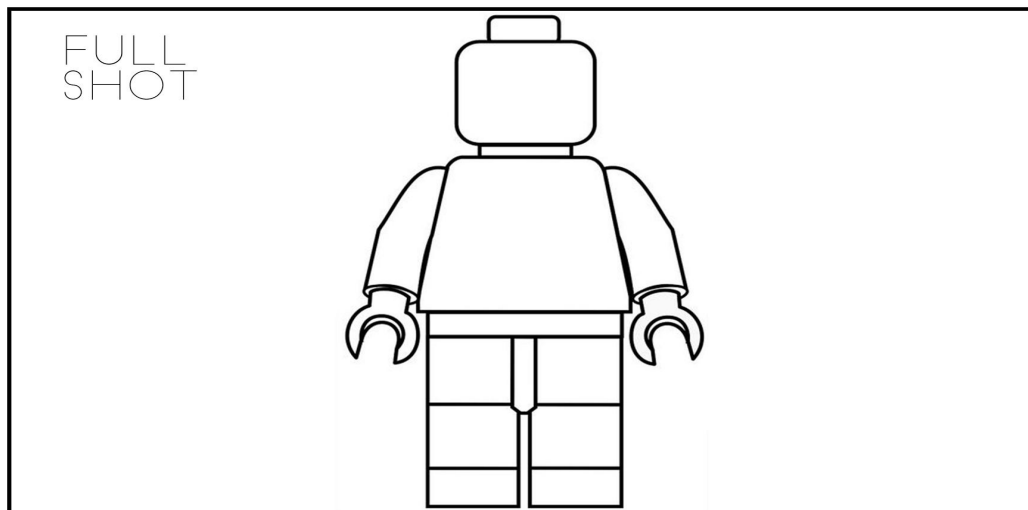
## Wide Shot & Super Wide Shot

Wide Shot - Zoom the camera out beyond just the speaker to help orient the audience. Giving the speaker room to move on the stage without the camera having to follow them. Super Wide - Zoom camera out even further, including the crowd in your shot too.



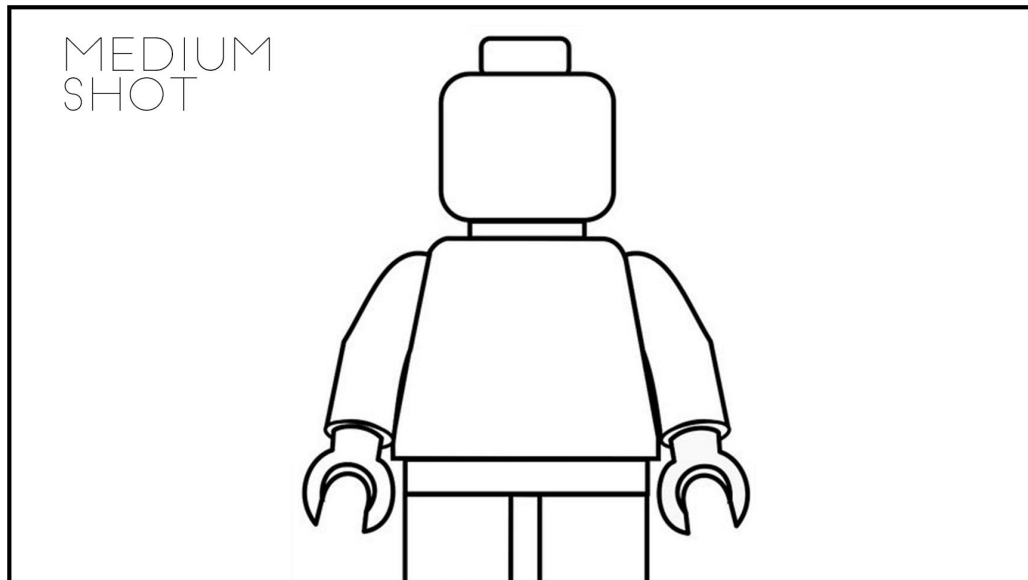
## Full Shot

Head to toe shot



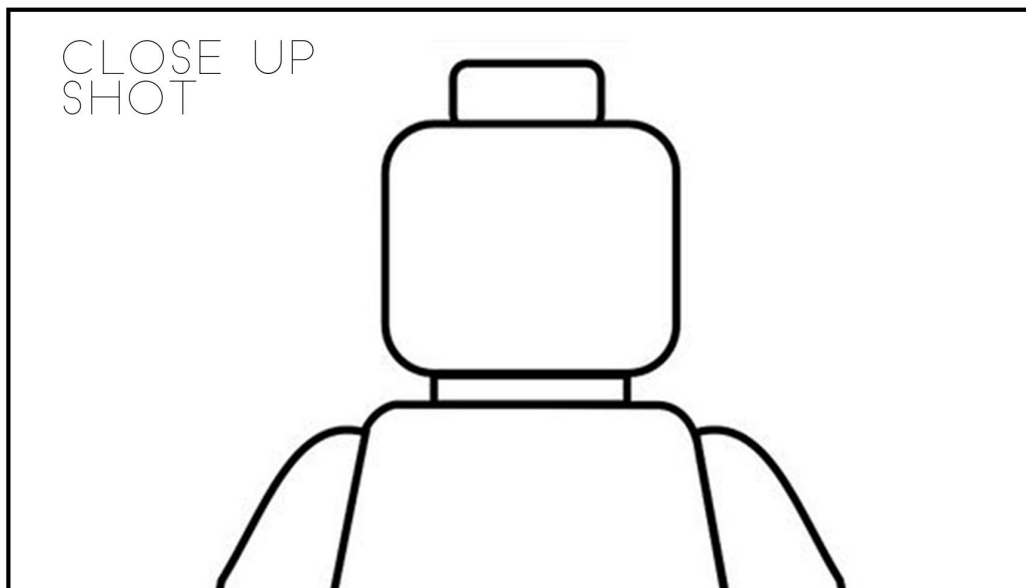
## Medium Shot

A standard shot that shows the speaker from the knees(ish) to slightly above their head. This shot is more intimate while providing breathing space.



## Close Up

Close-ups create a sense of intimacy and the feeling that you're involved in the scene. With a person it is a shot from above a person's chest to just slightly above the top of their head.



# Notes