

# **Act One Theater Camp Filming Guide**

This guide directly mirrors the terms used in the *Filming Worksheets* and will help students, teachers and parents navigate the filming process for their music videos and movies. Thank you for helping us get the best footage possible for our final show!

## **PRE-PRODUCTION - BEFORE FILMING**

Before the day of filming. Plan your shoot using the categories below along with the info on your *Pre-Production Filming Worksheet*.

### Locations

The areas chosen for filming. Choose areas that are both accessible, SAFE and make sense for the scene.

### Set Decorations

We encourage you to be creative with the background of your shots. Clean and simple backgrounds do the job but a little bit of dynamic set decoration can add lot to the look of your movie.

### Costumes

Teachers will work with students on costume design. Use what is in the closet and put together a costume that makes sense for the character and scene.

### Hair/Make Up

Teachers will work with students on hair and make up design. No need to go overboard. Teacher will indicate if something special is required.

### Props

Some scenes may require a prop or two. Make sure to collect and set aside props before filming.

### Camera Set Up

Know what equipment will be needed for filming. Cell phone cameras work great but any camera will work. Do you have a tripod or camera mount? Make sure that equipment is available on the day of filming.

### Lighting Set Up

Filming should generally take place in a well lit area with the light sources **IN FRONT** of the actor. Windows, lamps or other bright lights work great just make sure they are ***not directly behind the actor***. Teachers will indicate if special lighting is needed.

### Check Sound

Check to make sure there are no persistent loud noises near your filming locations. Avoid filming where there is any traffic or mechanical noise that cannot be turned off.

## PRODUCTION - FILMING

On the day of filming. Decorate your set, get into hair and make up and set up your shots using the info on your *Production Filming Worksheets*.

### Actor Marks

The mark is where actors will stand for a given shot. Place it on the floor while setting up and adjust if needed.

### Crop

Cropping refers to the distance from the camera to the actor. Different scenes require different crops. Please use the framing graphic below as a reference.



Extreme Wide



Wide



Medium



Medium Close Up



Close Up



Extreme Close Up

### Angle

Angle refers to the height of the camera in relationship to the actor. Most scenes will place the camera at eye level but some may require a high or low angle.



Low



Eye Level



High

### Position

Position refers to the placement of the actor in a given frame. Most scenes will place the actor at the center of the frame but some may require that actors be placed either camera left or camera right.



Camera Left



Center



Camera Right

### Eye-Line

Eye-Line refers to where the actor should be looking. In order to sync up performances when editing, make sure to follow assigned clock positions. This is always from the actors perspective. Some scenes may require multiple eye-lines.



11:00



12:00



1:00



9:00



6:00



3:00

### Blocking

Blocking refers to any movements that are needed for a scene. Teachers will let students know what specific movements are needed.

### Camera Movements

Camera movements refer to special shots where the camera is moving. Examples: zooms, pans, tilts, dollies, trucks, handheld or tracking shots.

### Insert Shots

Insert shots refer to a separate shot of a prop, piece of scenery or reaction. These are usually close ups of something that is important for the plot.

### B-Roll

B-Roll refers to any extra footage outside of the actors performance. B-roll is especially important for music video footage and can help add a dynamic non-performative element to the project.

### Light Checks & Sound Checks

Before recording please check to make sure actors are properly lit and there are no persistent loud sounds from things like a nearby fan, AC unit or traffic.

## **POST-PRODUCTION - AFTER FILMING**

After filming. Make sure to upload files, title them and send them off for editing.

### *Uploading*

Once footage has been shot, please help students send it to their teacher for editing.

Send any footage recorded to [videos@actonetheatrecamp.com](mailto:videos@actonetheatrecamp.com)

You may find it easier to use **Dropbox**, **WeTransfer** or **Google Drive** when sending.

It will help us to know which files go to which teacher so we ask that you rename clips before sending. Please use this format for naming footage:

*Teacher\_StudentName\_Project*

example: *Ms.Jennifer\_JaneDoe\_BarbieGirlSong*

By week two of camp students should have a good idea of how to do everything on this list but feel free to email us with any questions or concerns you have.

[info@actonetheatrecamp.com](mailto:info@actonetheatrecamp.com)