

Taping Tips

Digital Stories of Our Heroes

Equipment

- Familiarize yourself with all of the features and controls of the audio and/or video equipment.
- Test all equipment prior to the interview.
- Test all equipment again after setting up at location.
- Keep back-up batteries for all equipment and extra audio and video tapes on hand.
- Use a ninety-minute tape to record a thirty-minute interview.
- Use multiple cameras if you wish to film the interviewers as well as the interviewee.

Location

- Select a quiet spot – try to record away from external noise (air conditioner vents, cell phones, etc.).
- Do not place the interviewee in front of a window or bright light; light sources, preferably as much natural light as possible, should be located behind the camera.
- Do place the interviewee in front of a simple, light-colored background.

Set Up

- Cameras should be set up to capture a full frontal image (head and shoulder shot) of the interviewee and be sure to set the view wide enough to capture hand gestures and slight sideways movements. (If you are participating in the *Veterans History Project*, be sure to review the [recording guidelines](#).)
- If possible, use an external microphone or lap-on microphone.

Taping

- Advise the interviewee to avoid light-colored or patterned clothing.
- Advise the interviewee to look into the camera while speaking.
- Advise the interviewee and the interviewer(s) to speak clearly and forcefully.