BUDDY UP! This template needs two people, a reporter and a camera operator.

Your microphone. Record some voice and tap the end of the mike with your fingers. When you play back through headphones, can you hear the tapping?

You MUST plug in an external microphone to your mobile device or camera.

Find a quiet space

**Reporter:** have a chat with the interviewee and find out the most interesting/funny/outrageous/tragic things they have to say. Don’t stay on the surface of the subject - dig a little. Prepare your 3 questions to get the most interesting answers.

Don’t do a "dry run" of the interview itself. If you do, the interviewee will go flat the second time when you actually record. Make this "pre-interview" appear like a normal chat. At the same time, make sure you get all the background information that you need, plus her name and her title, or how she likes to be described.

**The camera operator** should practice framing her shots during this, but don’t make the interviewee nervous!

**Reporter:** Stand close to the interviewee and tell them to talk to you, NOT the camera. Remind them there is no editing, so you won’t stop during the interview.

**Camera operator:** There are just 5 static shots. The interview is filmed in a single take, and you move smoothly and quickly between the 5 shots.
The Interview

DIRECT TO CAMERA
interviewer does intro at the beginning

OVER-THE-SHOULDER
interviewer looking at the interviewee

CLOSE-UP
interviewee (avoid the one-eye profile shot)

CLOSE-UP
interviewer

2-SHOT
of both

DIRECT TO CAMERA
sign-off at the end

NOTES for the REPORTER
1. Keep the interview short (3-5 minutes or less). It helps to ask only 3 questions.
2. Make sure you interrupt with another question if:
   - the interviewee is going on too long, or the answer is dull or cautious.
   - the answer is unclear. Clarify proper names and acronyms, and anything which would not be understood by the general viewer.
   - the answer is controversial.
Be a journalist, not just a publicist, and ask critical questions.
3. Prompt her to say the interesting things she told you in the pre-interview.
4. At the end, ask how viewers can get involved or get further information.

upload to your favourite hosting site and submit the link to visionOntv.

NOTES for the CAMERA OPERATOR
1. Keep the shots changing.
DON'T get stuck on the interviewee giving an answer. It will be boring!
Instead, keep switching to the 2-shot, the mid-shot, and the "noddy" of the reporter.
2. Be quick but smooth when changing shots. Be very steady when you've arrived at the shot. A stabiliser is useful!
3. Try to sense the reporter's next question and be in position for her as she starts.
4. Don't forget the 2-shot!

Change your shot every 5 to 10 seconds, following the flow of the conversation.

Make your transitions fast and smooth, this takes practice.

For reliable upload go to your local coffee shop and use wifi.