

## **Do's and Don'ts for videotaping at Boulan Park**

1. DO be quiet at all times while in hallways (especially near classroom doors).
2. DO ask permission for the teacher to use students in other classes in your projects
3. DO walk slowly when moving around the building.
4. DO act in a mature manner at all times.
5. DO move to new locations in building when asked by other adults.
6. DO have a team plan as to which member(s) will be staying in room during production. At least 1 team member must stay at all times and be working on the video timeline and/or editing. This job can be rotated.
7. DO SPREAD OUT among the building. No two groups should be in the same hallway or general area.
8. DO return all items (tripod, wireless mics, cameras) to their designated time no later than **2:50pm!!!!** No students will be dismissed to leave until all hardware has been verified and accounted for.
9. DO USE MANY DIFFERENT CAMERA ANGLES DURING SHOOTING!!!!!! If your project is boring to you while YOU watch it, imagine what it is to the rest of us.....
10. DO have fun while making your project!
11. DON'T make unnecessary noise (loud laughing, music, etc.).
12. DON'T enter storage room closets EVER.
13. DON'T go outside to tape unless it is near the front entrance to the building – NO side doors.
14. DON'T go outside if another group is already there. Only 1 group at a time may be outdoors.
15. DON'T go in unoccupied classrooms/gyms unless you receive permission from that room's teacher.

The bottom line is that you must show respect for the education process that is going on in the rest of the building while working on your project. If another Boulan Park staff member notifies me that you are not following these rules, you will be suspended from out of classroom activities for 1 week and given an alternate written assignment. Let's show how great we are and be mature at all times ☺

Mr. Williams