



PREPARE FOR YOUR SHOOT DAY

ENVIRONMENT:

If your establishment will be appearing in the video please read below.

WORK SPACE- “B-ROLL”

Make sure to have work areas that will appear on camera are:

- Clear of debris
- Clear of stacks of paperwork
- Clear of excess pens/pencils
- Clear of coffee mugs & water bottles
- Have awards and certificates accessible
- Make sure camera-ready-staff is aware that a camera operator will be in their space and may be asked for some interaction.

AUDIO LEVELS

When we're recording please be prepared to:

- Close doors and windows
- Turn off phones
- Turn off ambient music

INTERVIEW LOCATION

For individual on-camera interviews please have the following ready.

- Choose an area where AVP can work uninterrupted with your daily office traffic flow
- Choose a quiet area of the office for set-up (no less than 10' x 10' space)
- Note that there is electrical access (two to four 120V is sufficient)
- Area is cleared of debris

PERSONNEL

Make sure personal are well groomed, dressed appropriately and are aware that production will be taking place.

CLOTHING:

- Attire should be neat
- No stripes or bold patterns
- Minimal solid Black or White shirts
- No large logos

MAKEUP:

- Apply natural looking Makeup
- Have Chapstick, lipstick, or lipgloss on hand

RELAX AND HAVE FUN! THE AVP CREW IS PERSONABLE AND PROFESSIONAL!