

Filming Conferences DanShaw.com

Privacy

I film only the speaker; I don't film the audience without explicit instructions and permission. I request that at the beginning of the event, the Master of Ceremonies mentions that I am filming on behalf of the conference organizers (C.O.), and that I am filming the speaker not the audience. Of course, under certain circumstances, e.g., if there is a question and answer session, C.O. may request that I do film the audience. I recommend that the M.C. also request attendees turn off their cell phones each time they convene.

Unobtrusiveness

Filming will not interfere with the speaker.

Filming live events, limitations

Because the event is live, we will film as best we can under the circumstances, but, we do not get second takes, etc., so some imperfections are unavoidable due to background sounds, poor lighting, limitations on camera placement, etc. Plan a brief pause between speakers for a microphone change, and film change.

Location scouting

If at all possible, the C.O. and filmmaker should scout the location in advance, at the same time of day the shoot will take place. Where are the electrical outlets? How is the lighting? Are there windows? Is the sun shining on the speaker from behind? Are there curtains, and can they be shut? Do the lights make noise or flicker? Does the ventilation, or other equipment or activity make noise? Can doors be shut? Murphy's Law applies here.

Giving your filmmaker good direction

Provide the filmmaker with the most detailed schedule possible, and be sure to notify the filmmaker of changes to the schedule. The filmmaker will use his best judgment to get the most useful footage possible. You can help tremendously by giving the filmmaker good direction.

If the speaker is exceeding one hour, I may ask the speaker if they want to pause briefly while I change tape.

At any time, the speaker or C.O. can request that the filming be stopped.

Arranging for special footage

If there is an opportunity to get additional footage, such as private interviews (as opposed to lectures) plan ahead and arrange for these.

“B Roll”

Think ahead to plan what kinds of additional footage you might want, such as shots of all the attendees at the banquet, brief interview with the C.O., exhibitors, etc.

Breakout sessions

If there are concurrent breakout sessions, choose which you most want to be filmed.

Still photos

Plan to have a volunteer or to hire a photographer to get still photos, for instance, of honorees.

Filming Powerpoint presentations

If a speaker is using powerpoint I may or may not film the powerpoint, depending on my judgment. Various factors include: whether or not the slides convey information not conveyed by the speaker, whether the text is sufficient size to be legible, and whether the room lighting is sufficient to see the speaker. Most often, video quality is much improved by inserting the powerpoint images in post-production, though this can be time consuming, i.e., expensive. Be sure to get the presentation on disk for future use.

Equipment

I will be using a Canon HV20 hi-definition format. I will be using available (ambient) light.

Audio

If you have arranged for a sound system, I may be able to plug directly in to your sound system, with your audio guys' permission, and background noises will be minimized.

If you don't have a sound system, I will put a wireless microphone on the speaker.

In some urban settings, a wired microphone is preferable to wireless, since some devices may interfere with wireless transmission.

Post-production editing

Post-production, if you wish to engage me for that, will be negotiated separately.

Meals and Perks

If you will be serving meals, please arrange to feed the filmmaker, and to serve the filmmaker early, first, late, or to go, depending on circumstances. Often the filmmaker barely has time to enjoy a meal. Filming a conference is not attending and participating at a conference, so the conference itself is not a 'perk'.

Conference Organizer retains all rights

DanShaw.com will not release any footage without express written permission of C.O.

Delivery of Master DVD's

I will deliver a set of "raw" (unedited) master DVD's about a week after the event, for your archives, and future use. Check these DVD's immediately for completeness and report any deficiency promptly. I retain the original master cassettes for safety.

Permission to release short segments

I would appreciate permission to release a few short film segments on my youtube.com channel, etc. I may do so at my own expense. If permission is given, we must be sure to agree in advance to specific wording of on-screen credits.

Expenses, materials

Additional expenses include cassette tape and DVD's. Plan for about \$50 per 8 hours of filming.

Expenses, Travel, & housing

Especially if you are paying the minimum, plan to cover my air and / or ground travel expenses, and housing. I will make every effort to minimize these expenses. For instance, in most cases I am perfectly happy to stay with a host in a private home, or at a Motel 6.

Payment

I will make every effort to make filming affordable for you. I generally require an absolute minimum of \$200 per day, but I have a sliding scale. Since I am happy to film 8 hours (or more!) per day, you can see that these rates are very reasonable.

I require payment of half in advance, and I ask you to have the second half for me when I arrive.

Make checks payable to Dan Shaw.

Thank you

Thank you very much for considering hiring me to film your conference.