

SELF TAPING CHECKLIST

Use this sheet to write notes to remind you. Then tick off each item as you do them and keep the sheet with you as you make, edit and send off your tape.

Production: _____

Role: _____

Sent to: _____ Date of tape: ___/___/___

- I have information about the production, role and the scenes they need to see

- I have learned the sides (and have them printed in a readable size, in case)
- I have budgeted more time than I think everything is going to take
- I have my studio set up and all battery operated equipment is fully charged
- I have enough light and good sound quality for my tape
- I will shoot with the camera in landscape and use the MP4 file format
- I have water to rehydrate my mouth in between scenes or takes
- I have 'clapperboards' with scene and take numbers already written
- I have a 'Tape Buddy' to read in with me and operate the camera
- I will do test shots for camera angles, sound levels and framing
- I will do a short ident before and my eyes will speak volumes when performing
- I have a pen and paper to write down the numbers of potentially useable takes
- I have preregistered software for editing and sending and know my passwords
- I will rename the file with my name and the production name before sending it
- I will keep the final edit and copy myself and my agent in when I send the tape
- I'm feeling prepared, confident, ready to do my best and go for it

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