Here is an outline of the information you should consider including on a ‘Documentary Film Making – briefing for camera operator’. This template is not prescriptive and it is provided to act only as a guide for your research project requirements.

**Documentary Film Making – Briefing for Camera Operator**

Research Project title:
Research investigator:
Address & contact details of research investigator

Name and contact details of camera operator

Location of where the video recording is being made:
Date(s) of recordings:

**Purpose**
Describe what you want to be filmed, why you need this footage and how the film will be used.

**Guidance/Instruction**
Describe what information has been given to the people being filmed. Describe what activity you want to capture. Describe how you want the research activity to be filmed up close or from a distance. If the video involves filming children provide guidance on how the children are to be framed in the shot and if your preference is for this to be the backs of the children that are mostly in shot. You may want to request to avoid zooming in on any individual pupil.

**Practicalities**
Describe the location of the filming, the number of children to be filmed. Let the camera operator know of any participants that have already requested that they do not want to be filmed.

**Wrap up**
A copy of all the video shot must be given to (name the contact who can review the footage) before you finish work so the participants can review the material and request if any part of it is not to be used in the video. Provide the camera operator with the contact name and details of the individuals responsible for the participants.
If anyone approaches the camera operator and asks for any piece of the footage featuring them to be removed, the camera operator has to request their name and pass this information to the (name of individuals responsible for the participants) so they can help identify the clips to be deleted.

I (name of camera operator) agree to the above and will take advice from the principal investigator if I require further guidance.

_____________________________________
Name of Camera Operator

_____________________________________
Signature of Camera Operator

Date

_____________________________________
Name of Principal Investigator

_____________________________________
Signature of Principal Investigator

Date

Contact information