Transnational History



Preparatory hints for recording biographical interviews Martina Aichhorn

1. Equipment

Video camcorder + enough storage/cards Audio recording device + enough storage/cards + headphones!!! Tripod Spotlight Power source/sufficient power supply/battery pack Power-Distributor Extension cables

2. Technical specifications

<u>VIDEO</u> file format: MP4, HD frame size: 1920 X 1080 frame rate: 25 frames per second

<u>AUDIO</u> 16 Bit minimum, Stereo 48 kHz

3. First steps

- 01 Test the equipment before meeting the interview partner
- 02 Be sure that you have sufficient storage, do not change storage devices as SD cards while the interviewee is speaking (if you really have to change wait till the interviewer is asking!!!)
- 03 Choose a "quiet" background in a suitable, quiet location which does not deflect from the interviewee.



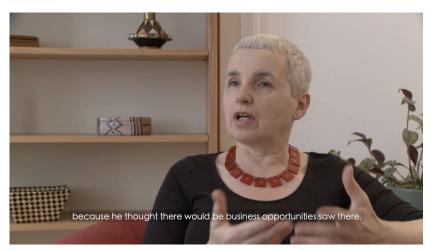


Co-funded by the Erasmus+ Programme of the European Union The European Commission support for the production of this publication does not constitute an endorsement of the contents which Commission cannot be held responsible for any use which may reflects the views only of the authors, and the be made of the information contained therein.



- 04 Put the audio device close to the interviewee. Mind humming sources like airconditions or fridges and wobbling floors! Run an internal test with video/audio before interviewee will get seaten! Be sure the interviewee feels comfortable!
- 05 Setting:

A. Medium Close-up, no central position but central perspective! Interviewer is sitting close to the camera



B. Mind headroom and space for subtitles! But avoid too much "Air above Head"



- 06 Do not move the camcorder while recording! No zooming actions during recording eighter!
- 07 Normal focal length
- 08 Briefing the interview partners: ",Talk to me please" (to avoid interviewee's view into camera! ",Don't worry, we can cut/edit it!"
- 09 Short audio test with the interview partner to choose the audio level
- 10 First ask the team, if they are ready and when yes ...
- 11 ... ask the interview partner if she/he is ready
- 12 A. Turn on the audio recording device and confirm "Audio is rolling"
- B. Turn on the camcorder and confirm "Camera is rolling"

C. Name the take by saying *"Mimi Meyer*, take 1", clap your hands (important for editing!) and start the interview.

