



Reminders for Video-Makers

1. Make sure you are familiar with Questionnaire, and stick to it.
2. Make sure **camera** is charged; still keep charger handy.
 - *Some cameras make buzzing sounds if you are charging and recording at the same time. You might want to stop and check!
3. Sit in a **quiet** place; Try limiting any background noise/s.
 - * Still, let them know to Speak Up as much as possible!
4. Make sure the camera is placed securely, and won't shake.
5. Remove any visual distractions from **background**. E.g. another person!
6. Before you start, remind them their video is going on the **Internet**.
 - *Not everyone is familiar with the internet. Make sure they understand it is VERY public.
7. **Consent Forms**: We cannot use the video without explicit consent. Show them the consent form, ask if they would like to sign it now or at the end?
 - * Do Not Assume that everyone can read & sign the consent forms: give them the option of reading it to them and/or recording their consent on camera itself: "Do we have your permission to upload this video on the net where everyone can find it?"
 - * *IF they are not comfortable showing their face*: Explain you can record their story, with their voice, and the camera on their hands, or on some object.
8. Tell them you understand this material is emotionally tough, so if it gets too much, they have the right to stop, and you all can take a break.
 - * Make no assumptions: tell men, women, young & old the same thing.
9. **Language**: encourage them to speak whatever language comes naturally.
10. Do one "**sound test**" before the actual video.
 - *Ask them to say their name, play back, ensure the video is fine.
11. **Active listening** is important. However, when the interviewee is speaking, resist the temptation to say "hmmm" "haanji" into video.
 - * Instead try to keep direct eye contact, so they know you are listening.
 - * If You need a break, take it. But don't look sleepy or sad or disinterested as they speak!
12. We respect everyone's right & desire to participate in the Project, but we also remain attentive to **trauma**. Sometimes, someone might need extra support.
 - *Assure folks that their range of reactions are all "normal"-- there is no one reaction to trauma and anguish.
 - *If someone is interested in counseling or additional services, tell them you'll find something appropriate and get back to them. Feel free to [Contact](#) Project for more information.
13. **Upload** videos and share the link with Project as soon as possible.