



DS Filming Demeanor



BE Aware:

- ❖ **Honor your “back time.”** → set an alarm on your Chromebook)
- ❖ Leave a path for [passersby](#) → use one side of the hallway and allow a path behind the camera
- ❖ Keep track of your devices, press passes, props, other items → keep everything in one neat spot



BE Respectful:

- ❖ Do not disturb other classes or enter classrooms.
- ❖ Allow passersby to walk by, even if you need to stop filming for a few seconds.
- ❖ Direct passersby → show them the path
- ❖ Display a filming sign so others are aware of your filming space.
- ❖ Return at your back time so other DSers can use that filming location.
- ❖ Work as a team; “be kind to each other.”



BE Responsible:

- ❖ Take all equipment and other items with you when you leave a filming location.
- ❖ Stay on task
- ❖ Be on time to class.
- ❖ Honor “back times” from filming location.
- ❖ Always look around filming location for equipment, supplies, other objects: make sure to take everything with you (*i.e.: filming sign; press pass*)
- ❖ Do any assigned, out-of-class task ON TIME.
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BE Safe:

❖ **EMERGENCIES on location:**

- **FIRE ALARM:** If possible, grab equipment and join the nearest class to exit the building
- **LOCK DOWN:** Immediately report to the nearest adult/classroom. For example, if you are in the main hallway, go to the gym, main office, or guidance. Tell that adult that you are in Mrs. Wilson's class.

❖ **EMERGENCIES in the lab/studio:**

- **FIRE ALARM:** move quickly/quietly out of the room towards the back door of the school. Stay in line with our class. Go to the ball field fencing and face the building.
- **LOCK DOWN:** move quickly/quietly into the Studio. Find a spot on the floor that is NOT behind the green screen or printer cart. Remain silent until all-clear signal is given.

- ❖ Use equipment properly; treat equipment gently; report any problems immediately.
- ❖ No "stunts" during filming (*i.e.: no cartwheels or other gymnastics*).
- ❖ NEVER open an outside building door for ANYONE, even if you think you recognize them -- report the incident to the nearest adult.
- ❖ Audience rows: walk your chair to a row in front of the board; NEVER sit in the chair and roll into position.
- ❖ Collapse legs of tripod BEFORE entering the lab (*I know...but you'd be surprised how many people try it the other way...*)