Grip/Sound Operator Checklist

- ☐ Checked with camera operator about – tapes and camera equipment

- ☐ Checked for all cables and microphones

- ☐ Checked for mixer board and double checked all microphones are plugged into proper locations

- ☐ Set microphone levels

- ☐ Put microphones on interviewee and interviewer

- ☐ Double check that microphones are working and the mixer board in turned on

- ☐ Set lighting for interviewee

- ☐ Place the stool or chair for interviewee

- ☐ Place flag back drop on set

- ☐ Break down and secure all audio equipment

- ☐ Turn off all set lighting

- ☐ Secure all other set props – flag and stool

- ☐ Fill out all post-interview documents

- ☐ Help collect and catalog all artifacts/photos from vets on proper forms

- ☐ Scanned all artifacts and photos and saved in accessible location

Name _____

Project Name _____

Date _____