

Once you have determined which performance you would like to video tape:

**Step 1: Email Performer Services** to let them know of your plans:

[performers@winnipegfringe.com](mailto:performers@winnipegfringe.com)

- Depending on the venue, we may have to block off an entire row for each camera that you bring. This, of course, impacts the Box Office.
- The Box Office will need to be informed of the plan, so those seats don't get sold. Performer Services will let the Box Office know.

**Step 2: Talk to Venue Technician**, preferably at the Tech Rehearsal, so they can show you where to place your camera (s). Your Venue Technician must be told about the taping in advance.

**Step 3: Day of Taping:** Your **videographer** needs to be there **45 minutes before show** time.

- **For Example:** 8:15 show means that you should be there at 7:30, ready to set up at 7:45 and finished by 8:00 when the audience is allowed into the theatre.
- **Your videographer will need to be self contained**, including extension cords, if they need them (we're all out, if you can believe it!).

### **IMPORTANT INFORMATION FOR YOUR VIDEOGRAPHER**

- How will you be picking up sound? Mic-in-camera's will pick up ambient/audience noise; dedicated mic on stage may be a cord/tripping hazard for audience.

- Any wiring in the audience will need to be taped down, so you'll need ProGaff tape, if that's part of the plan.

- The camera should remain on the tripod and NOT move around during the show as it is very distracting to the paying audience.

- Please don't bring any additional lighting: you won't be able to use it.