



Hello Actors and Facilitators!

We are so excited to start filming our original stories for ***The Forms of Things Unknown***. We will be filming in rehearsal during weeks 9 and 10. The dates are:

- **Week 9:** Sunday November 7, Monday November 8, Tuesday November 9
- **Week 10:** Sunday November 14, Monday November 15, Tuesday November 16

The filming schedule for each ensemble will be a little different. You should be ready to film on both days.

In this packet, you will find more information about how to set up for filming so that we can get the best footage of your performance possible. This packet has several different sections:

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We are also attaching several different colored post-its. You will use this as your “marks” while filming. **You can read more about how to set them up on page 7.**

We are excited to see your performance! Break a leg!

## Ready to Film Checklist


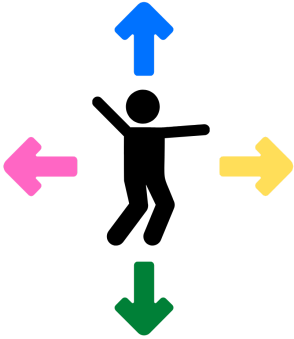


Week #9	Week #10	<b>Am I ready to perform?</b>
		I have taken good care of my body. I have gotten rest, eaten a healthy snack or meal, and I have water nearby.
		I have my costumes and props with me.
		I know my film vocabulary ( <i>pages 15-17</i> )
		I have practiced my lines and choreography.

Week #9	Week #10	<b>Is my film set ready?</b> ( <i>see pages 3-8</i> )
		I have room to move left, right, close, and far away from the camera.
		I have a blank background behind me. Either a blank wall, or a plain bedsheet hanging up.
		There is not a light or a window behind me.
		My family or housemates will give me space and quiet so I can focus on filming.
		My camera is at eye level.
		I have set up the post-its on my device to help me remember stage directions. Blue at the camera, yellow to the right, and pink to the left.

Week #9	Week #10	<b>Is my recording device ready?</b> ( <i>see pages 9-14</i> )
		My device is plugged in and fully charged.
		I have done updates and am using the latest version of Zoom.
		I have adjusted the Zoom video settings so the audience can see me.
		I have adjusted the Zoom audio settings so the audience can hear me.
		My device is close to my internet router, or plugged in with an ethernet cable.

## My film set

### My environment

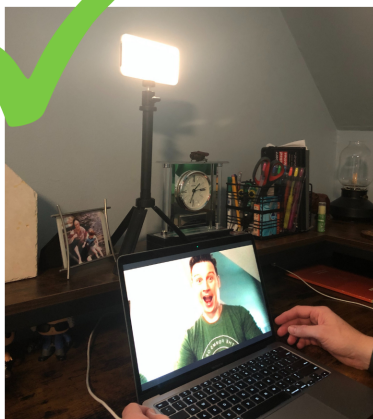
	<p>When we film our projects on Zoom, my home is my film set!</p> <p><b>I have to do some work to make my film set productive.</b></p>
	<p>I should have <b>room to move around</b> the space so I can get into different framings.</p> <p><b>I will need to move to the right and left, and to get closer and further away from my camera.</b></p> <p>I should <b>clear the space</b> of any obstacles that I might step or trip on.</p>
	<p>It is okay to sit sometimes, but I <b>should have a chair that I can get up and down from easily.</b></p> <p>I should be able to move my chair out of my way in case I need to dance or move.</p>
	<p>I should <b>have my forest backdrop or a plain, blank background behind me.</b> This could be a blank wall. I could also hang up a plain sheet or blanket.</p> <p>This will help our editors to set the scene and the audience to imagine me in the enchanted forest and our other locations.</p>



If there is a lamp or a window behind me, this is called “backlighting”.

This means I will look very dark and shadowy to the audience. It will make it hard to see my facial expressions.

**It is not a good idea to set up with a light behind me.**



It is helpful to **have a light in front of me** instead.

This will let the audience see my face clearly.



**We need quiet on the set.** Any background noise will be picked up by my microphone.

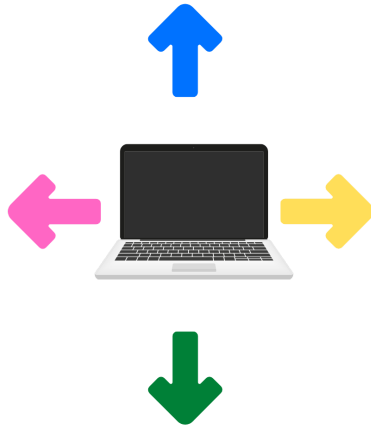
**I should ask my family or housemates to give me space while I am filming.**

## Getting the Right Camera Angle

	<p>The <b>angle of my camera</b> is an important part of my film set up.</p> <p>This impacts how well the audience can see me.</p>
	<p>If the camera is below me, the audience sees up my nose and can see the ceiling of my room.</p> <p><b>This is not a good camera angle.</b></p>
	<p>If the camera is above me, the audience sees the top of my head and the floor of my room.</p> <p><b>This is not a good camera angle either.</b></p>
	<p><b>The best place for the camera to be is at my eye level.</b></p> <p>This lets the audience look right at me, like if we were having a conversation.</p>



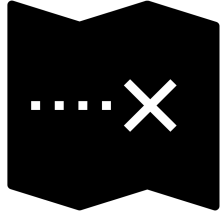

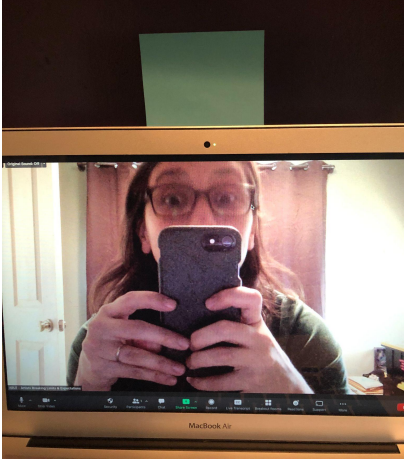
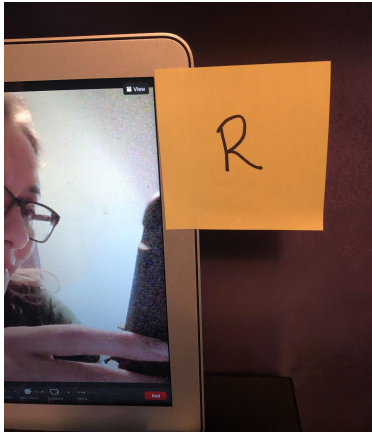
I might have to **stack my device on top of some books or a box to get it to the right height.** I can use my ABLE story kit for this!

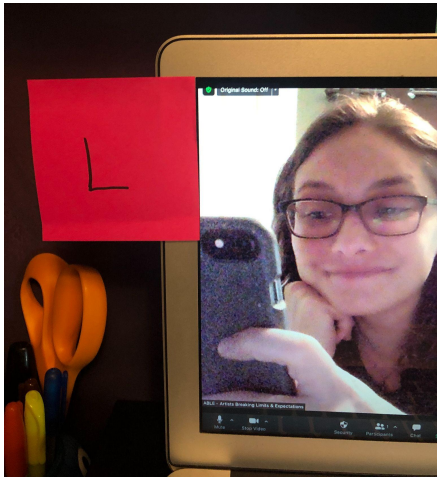


If I stand up or sit down during filming, I **might need to adjust the angle of my camera during my session so that it is still at eye level.**

My teaching artist or facilitator will let me know if I need to make a change.

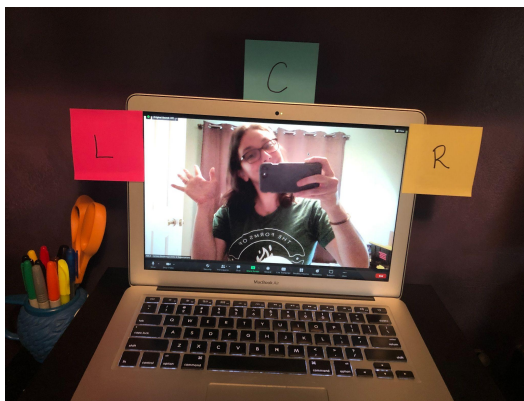
## Using my Marks

	<p>A <b>mark</b> is something that helps an actor know where to stand or look.</p>
	<p><b>A.B.L.E.</b> sent me 3 different colored post-its that I can use for marks.</p>
	<p><b>I should put the Blue post-it right behind the camera.</b></p> <p>I can look at this blue mark while I am talking and it will look like I am looking at the audience</p>
	<p><b>I should put the Yellow post-it on the right side of my device.</b></p> <p>If I am in frame I will be able to touch it with my right hand. If I need to exit or look to the right, this yellow mark will help me know which way to go.</p>



**I should put the pink post-it on the left side of my device.**

If I am in frame I will be able to touch it with my left hand. If I need to exit or look to the left, this pink mark will help me know which way to go.


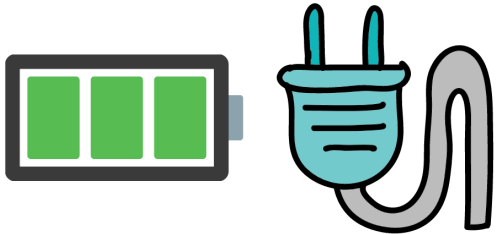
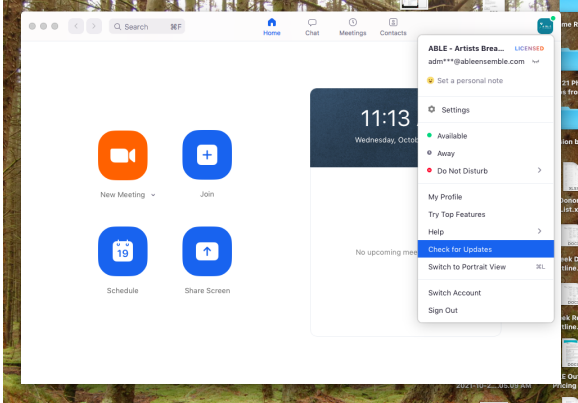
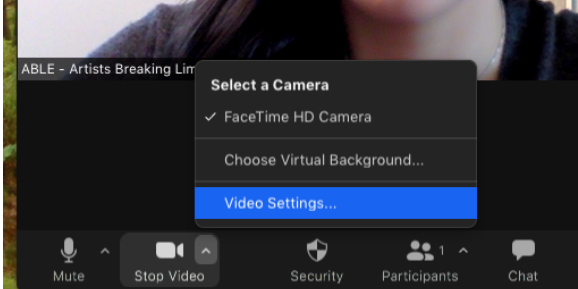


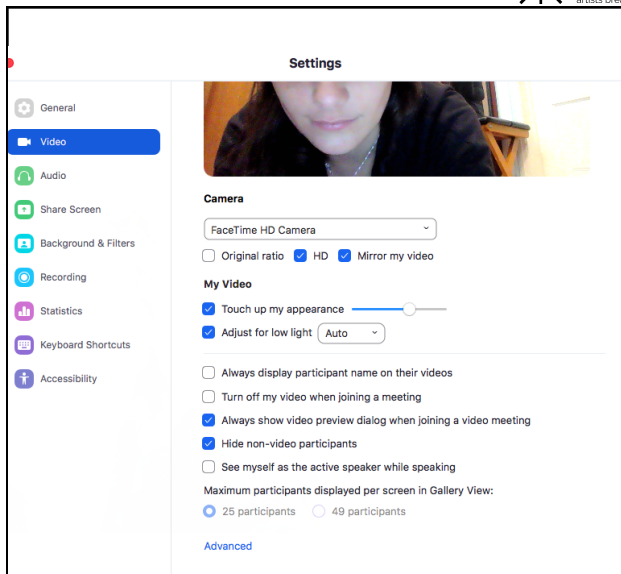
This is what my device will look like when my marks are in place. **From left to right the post-its should go pink then blue then yellow.**



# My Technical Settings

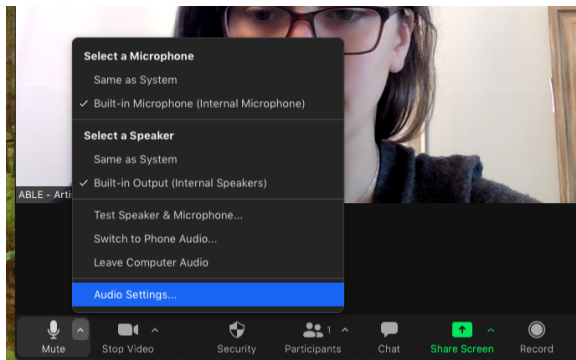
## Zoom Settings for Recording

	<p><b>Before my recording session, I should make sure Zoom is set up for the best recording quality possible.</b></p>
	<p><b>I should make sure my device is fully charged and plugged in.</b></p>
	<p><b>I should update to the latest version of Zoom.</b></p> <p>I can check for updates by opening the Zoom app. I can click on my profile picture. On the menu that appears, I can select “Check for Updates.”</p> <p>If Zoom says an update is available, I should download it!</p>
	<p><b>To make sure the audience can see me, I should optimize my video settings.</b></p> <p>To check or change my video settings, I can click the little up arrow next to the “stop video” button. Then I can select “Video Settings.”</p>



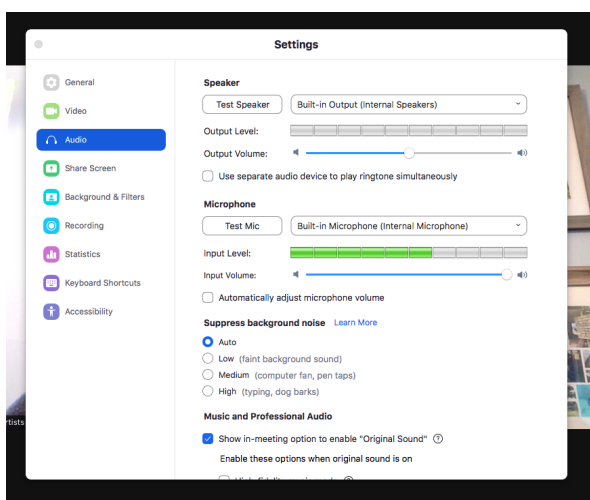
A new window will open with a menu of video settings. I should:

- Uncheck “Original Ratio”
- Check the box for “**Enable HD**”
- Check the box for “**Mirror my Video**”
- Check the box for “**Touch Up My Appearance**” (if you wish)
- Check “**Adjust for low light**” and set this to “Auto”
- Uncheck “Always display participant name on their videos”
- Check the box for “**Hide non-video participants**”



To make sure the audience can see me, I should **optimize my audio settings**.

To check or change my audio settings, I can click the little up arrow next to the “mute” button. Then I can select “Audio Settings.”


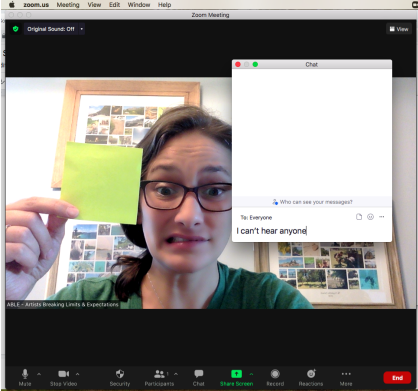




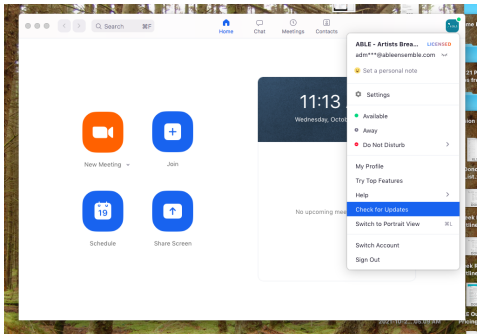
A new window will open with a menu of audio settings. The most important settings for me to use are:

- Adjust the **Output Volume** to a level I like. This will control how well I can hear what is being said by others in the Zoom session
- **Turn up the Input Volume**. This will make sure other people can hear me. When I speak, I should see the input level bar turn green and go halfway up.
- Set **Suppress Background Noise to “Auto”**

## What can I do if I am having technical issues?

	<p>It is exciting that we can work on Zoom and create projects even when we can't be together in person.</p>
	<p>But sometimes <b>different kinds of problems can occur when we work with technology.</b></p> <p>The picture might freeze or get jumpy.</p> <p>I might not be able to hear people clearly, or they might not be able to hear me.</p> <p>I might even get logged out of the Zoom meeting!</p>
	<p><b>These problems might make me feel angry, confused, or frustrated.</b></p>
	<p><b>But there are things I can do if my computer or my internet is causing problems.</b></p>

	<p>First, and most importantly, I can take care of myself and my feelings.</p> <p><b>I can take a deep breath to relax. In for 4, hold for 4, out for 4.</b></p>
	<p><b>If I am in the session, I can let the monitor know I am having a problem.</b></p> <p>I can do this by typing in the chat, or holding up my green post-it.</p>
	<p>If I have been logged out of rehearsal, it is okay!</p> <p><b>I can ask someone else in my home to help me if I need it.</b></p>
	<p><b>I can also text or call Katie or Emma.</b></p> <p>Katie's phone number is <b>773.234.4427</b></p> <p>Emma's phone number is <b>773.234.5464</b></p>



**I should make sure I am using the latest version of Zoom.** If it asks me to “update”, I should say yes!



**I should close any other programs or tabs that are open on my device.**

This way my device only needs to use its energy for Zoom.



**I might need to restart my device or restart my internet router.**


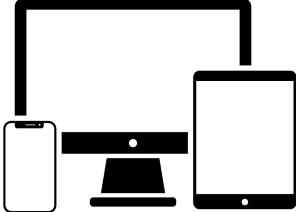



**It might help to move to a different room in my home** where I am closer to the router that gives my internet signal.




If it is possible, I should set up my device to be close to my internet router.

I can also plug my device directly into the router using an ethernet cable.

	<p><b>I might need to ask the other people in my home to stop using the internet for a little while while I am filming.</b></p> <p>If they are doing things like streaming TV shows or playing online games, that will make the internet go slower.</p>
	<p><b>It might help to log on on a different device.</b></p> <p>Unfortunately, Zoom does not work well with Chromebooks or with older devices.</p>
	<p><b>If I have consistent problems with the internet service in my home, I can reach out to Katie about borrowing a hotspot or a WiFi booster from A.B.L.E.'s Tech Library.</b></p> <p>Katie's phone number is <b>773.234.4427</b> Katie's email is <b>katie@ableensemble.com</b></p>


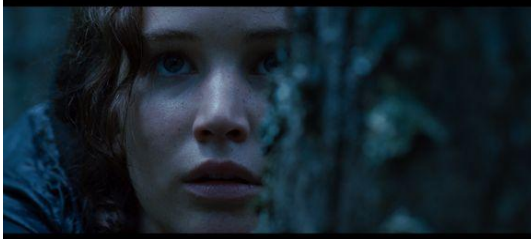



## On Camera Acting Vocabulary

	<p><b>Frame</b> This is what the camera can see. Like a picture in a picture frame. There is an example of different framings later in this packet.</p>
	<p><b>Mark</b> This is a spot to help you know where to stand or where to look so the camera can see you in the correct frame. On a film set, you will see marks made of tape, bean bags, or sometimes set pieces can be your mark.</p>
	<p><b>Take</b> A take is a filmed sequence. Most of the time, you will do more than one take of your line or dialogue. The director might ask you to do a take the same way, or they might ask you to try something different with each take.</p>
	<p><b>Quiet on the Set</b> This is the first call that means we are ready to start a new take. The director needs complete silence from everyone on the set.</p>
	<p><b>Rolling</b> This means the camera is rolling and is ready to film a take. It's also another signal to pay close attention and be quiet.</p>

	<p><b>Action</b></p> <p>This is the director’s cue for the actors to begin a take. As an actor, you must be ready at all times—no checking your phone or goofing around. It’s important to be prepared so that when you hear “action,” you’re ready to act.</p>
	<p><b>Standby or Hold</b></p> <p>When you hear these words, it means there is a technical problem that needs to be fixed but that the camera is still rolling. As an actor, you will pause, stay in character, and be ready to continue when “action” is called again.</p>
	<p><b>Cut</b></p> <p>This signifies the end of a take and a call to stop the camera. You should keep acting and stay “in the moment” until you hear the director call cut. After you hear “cut”, the director will tell you if they want to do another take of the same material, or if it’s time to move on to something different.</p>
	<p><b>That’s a Wrap!</b></p> <p>The director got all the takes needed for the day and the film shoot is finished!</p>



# Find Your Frame

	<p><b>Extreme Closeup</b></p> <p>An extreme closeup frames only part of the actor's face, usually just their eyes or their mouth. This type of shot is used to emphasize the character's emotions.</p>
	<p><b>Closeup</b></p> <p>A closeup frames the actor's face. This type of shot is used to show the character's emotions.</p>
	<p><b>Medium</b></p> <p>A medium shot frames the actor(s) from the waist up. This type of shot shows what the character is feeling and also shows some of their environment. This is the most common type of shot.</p>
	<p><b>Wide</b></p> <p>A wide shot shows the actor(s) from head to toes, so they fill the frame. This type of shot helps to show action and movement. It also lets us know where the actor is in their environment.</p>
	<p><b>Pan</b></p> <p>A panning shot scans from side to side or top to bottom. The actor might be framed in a closeup, medium, or wide shot. This type of shot lets us take in the environment. It helps the audience get a sense of movement and emotion.</p>