

Albuquerque Central SDA Church



Audio/Visual/Streaming Standard Operating Procedures Camera Operators

Mission Statement

“So then faith comes by hearing,
and hearing by the word of God.”

Romans 10:17

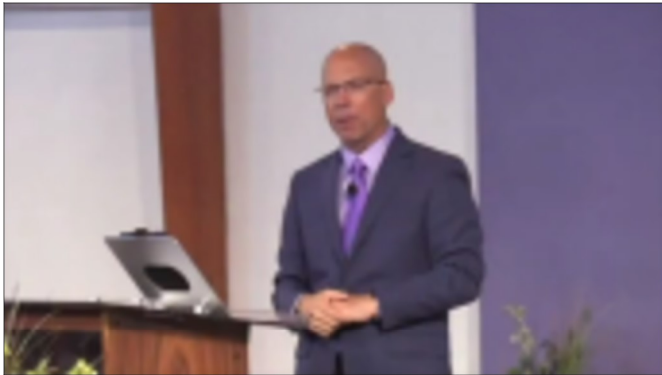
Vision Statement

Do our best to provide God with
the finest platform to spread His Word

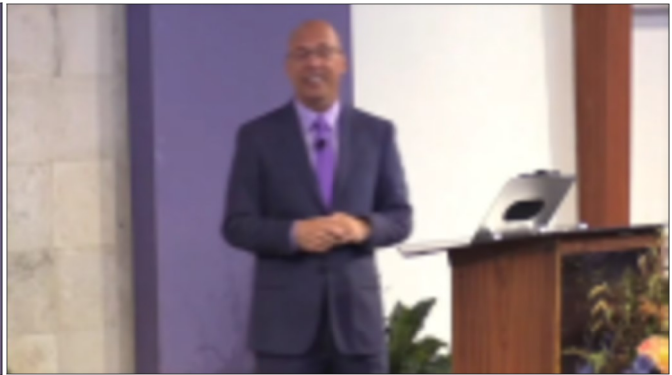
Colossians 3:23 - Mark 13:10

Types of Shots

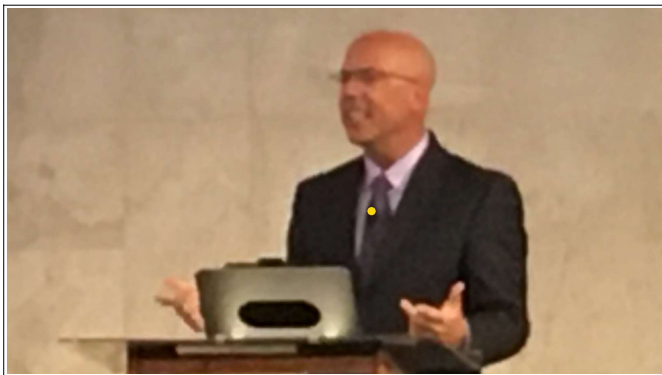
When a particular “body part” shot is called for, the shot includes that body part.



Torso Shot



Waist Shot (To bottom of coat)

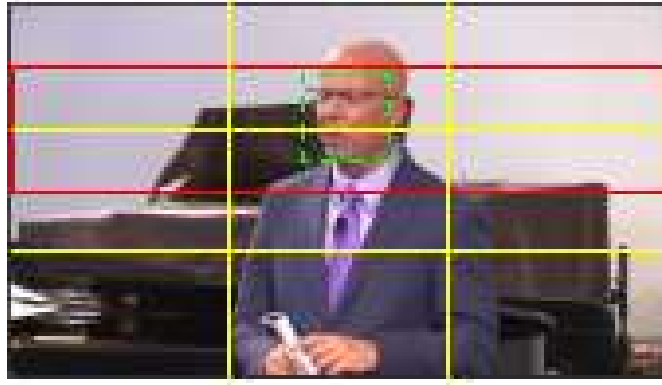


Elbow Shot



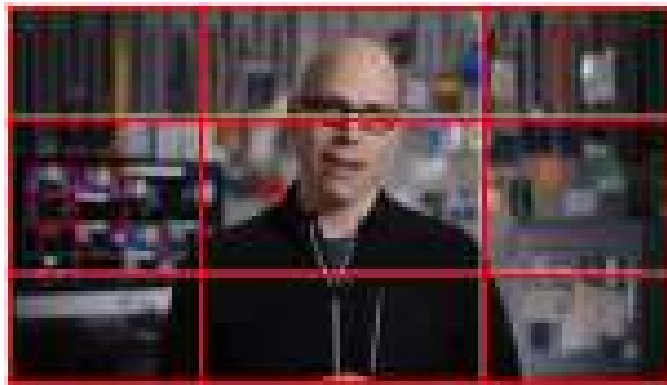
Bust Shot (Half way down chest)

When the subject transitions from stationary to moving, use a smooth motion to keep the subject in the frame. Higher pan speeds may be required as long as the transition from panning to stationary is smooth. This is easier to accomplish on cameras 1 & 2. When the subject walks towards or away from the camera, you must Pan and Zoom to maintain the desired shot.



Rule of thirds

The Rule of Thirds dictates the proper framing for any situation. In church services, there's only a couple situations you will need to deal with. Straight On View and a Side View.



Straight On View

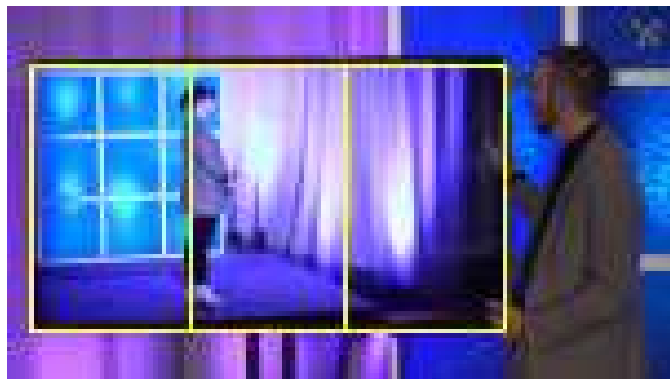
The Straight on View is mostly from Camera 3. Camera 1 & 2 can only get a Straight on View when the subject is facing those cameras.

With a subject that doesn't leave the podium, try to attain a Bust shot (Head and shoulders). If the subject uses a lot of hand gestures, aim for a Elbow Shot. If the subject is holding an object which goes over their head, zoom out and pan up a bit to include those objects in the shot.



Side View

The side view will be a little more tricky. The Rule of Thirds dictates the subject should be on the left or right third when they are facing the opposite third as shown below.



Looking Room

As you can see, the Side View requires more “Looking Room”. We will partially ignore this rule. If the subject is looking for a response from the congregation. It would be appropriate to pan the camera so the viewers can “see” who the subject is speaking to. In our situation, it may be preferable to maintain a “center” view. This will be left to the discretion of the operator.

Maintaining Headroom

Headroom is the distance between the top of the frame and the top of a person’s head. Go back and look at the example images to determine proper headroom. They all display appropriate headroom.

Standard Operating Procedures: Camera Operator 1 & 2

This position is located on the left and right sides of the Sanctuary. The primary job is to keep the subject (person speaking) in frame. Constant attention is required. If the subject is stationary, maintain a Torso shot with the subject centered in frame. If the subject is moving a Waist shot may be needed to keep subject in frame.



Camera Station 1 & 2

Magenta Arrow:	Pan and Tilt Arm
Green Arrow:	Height Lock
Yellow Arrow:	Height Adjustment Handle
Red Circle:	Zoom Remote



To adjust the camera height, hold on to the Height Adjustment Handle (Yellow Arrow) and release the Height Lock (Green Arrow). Raise or lower the camera head to your desired height so that you can comfortably rest your elbow on the armrest while maintaining hold of the Pan and Tilt Arm.

The Zoom Remote (Red Circle) operates in two ways...

Half Press: If you press lightly, the button will depress halfway, allowing a slow zoom speed

Full Press: If you press hard, the button will depress completely, allowing a fast zoom speed.

It is required that you keep the Zoom Remote in your left hand during camera operations. This will provide the easiest way to control Zooming and Panning simultaneously.



View from Camera 1

When working either Camera, 1 or 2, you may notice you can see the speakers feet and/or legs under the view screen. By watching the legs, you may be able to anticipate which direction the speaker is going to move.

Standard Operating Procedures: Camera Operator #3

This position is located in the Production Office. The primary job is to keep the subject (person speaking) in frame. Constant attention is required. If the subject is stationary, maintain a Torso Shot with the subject centered in frame. If the subject is moving, a Waist Shot may be needed to keep subject in frame.

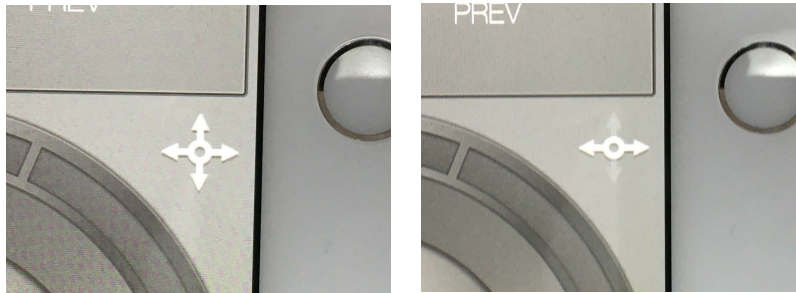


Remote Control Software for iOS Devices

The RED highlighted area displays the various Presets of “Framing” (Shots). These are programmed to quickly set the camera to the assigned shot.

The circular area on the Lower-Right is the virtual joystick. By placing your finger in the center circle and the dragging to the edge, the camera will pan or tilt, matching what your finger is doing. This movement of the camera is programmed slower than the preset speed. The dark sections around the joystick will bump the camera in that direction. Don’t bump more than once a second.

This toggle allows the camera to be operated in the Tilt/Pan mode. Tap it, and it changes to Pan only mode.



Pan/Tilt

Pan Only

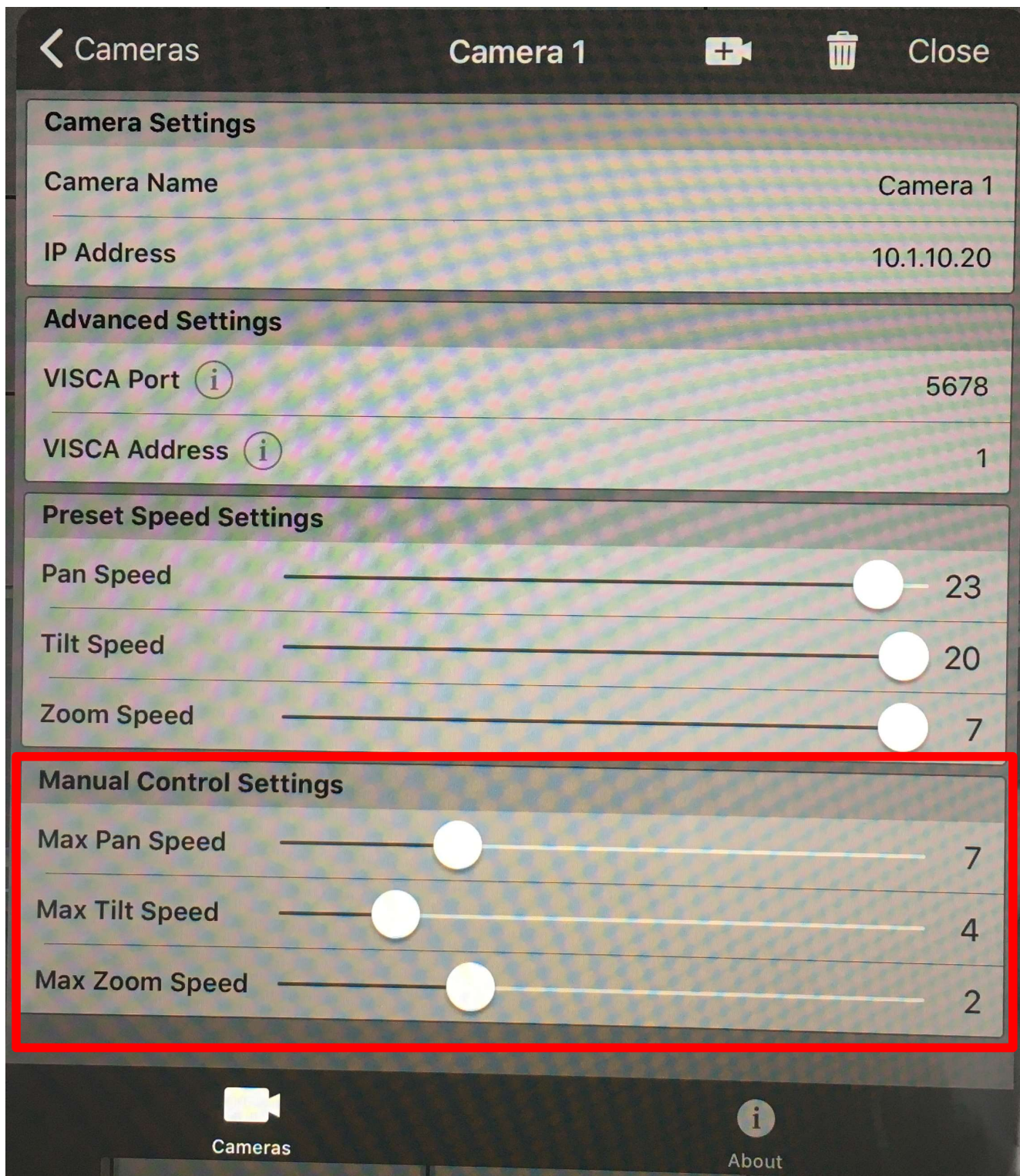
The area in the bottom middle is the Camera Selection area. We only have one camera so this area is not pertinent.

On the left side of the bottom is the Zoom and Focus. The button for the Zoom is dark, meaning it is in manual mode. Putting your finger on the virtual slider and moving it up or down, will zoom the camera in or out.

The Focus button is Grey, meaning it is in automatic mode. If you accidentally touch this button, or just find it in the dark state, press it to return it to automatic. *The focus feature of this camera will focus on what's in the middle of the screen.* If the subject is moving around and the camera goes out of focus, do not attempt focusing manually. Just wait until the subject stops moving, frame the subject in the center and the auto focus will catch up.

If the subject is moving faster than the camera pans, touching the Settings Cog will open the settings page where you can adjust the speed of the Pan.





Camera 3 Settings

Listed under Manual Control Settings (shown in Red) are the Pan, Tilt and Zoom speeds. These may be adjusted to your needs for the day. Some speakers rarely leave the Pulpit where other move around very quickly. The Pan speed is the setting which will most likely need to be adjusted.