



DPC/G7.1

ACROSS GOVERNMENT POLICY

# Guideline for creating video snapshots

## Appendix A – suggested filming equipment

The technique outlined in the Guideline for Creating Video Snapshots suggests that you use the videorecording function of a smartphone, together with on a tri-pod (or mono-pod), as they're portable, not too expensive, and the quality will be sufficient in good natural light (or by a window). Filming in this way can also make an interview subject feel more comfortable in front of the camera – like they're having a one on one chat with the interviewer.

Having good sound is very important. A high-quality, radio microphone (lapel mic) can ensure that recorded dialogue is clear and audible and is useful in places with background noise.

What to look for	Cost
<p>Radio microphone:</p> <ul style="list-style-type: none"> <li>Lapel microphone – small microphone that can clip onto the interviewee's shirt. Cost is usually indicative of quality (higher cost indicates higher quality). One measure is the SPL rating, which indicates how many decibels it can handle before it will distort or fail.</li> <li>3.5mm adaptor cable – to enable the audio output to connect into a smartphone's headphone socket. Needs to convert a TRS jack to a TRRS jack.</li> <li>Physical size – depending on how you use it, the size of the receiver may not be an issue. However, some can be twice the size of others.</li> <li>Frequency – most use a radio frequency in the 2.4 GHz band, which can be used in different Australian states. Some have additional frequency options that are specific to different cities. This may provide a different option, if better quality is required.</li> <li>Interchangeability – some provide the ability to add or replace different components, eg use multiple microphones if required.</li> </ul>	<p>In the 'My Relationship with Digital' pilot, this piece of equipment cost approximately \$750. This was for a high-quality radio microphone.</p> <p>Depending on your requirements, a \$450 product may meet your needs and provide good quality.</p> <p>3.5mm adaptor cable cost approximately \$15.</p>
<p>Smartphone or video camera:</p> <ul style="list-style-type: none"> <li>High quality video recording.</li> <li>Sufficient storage space (memory). 1080p HD at 30 frames per second will use approximately 130MB for each minute of video.</li> <li>Ability to transfer video files to computer for editing.</li> </ul>	<p>Use existing.</p>

What to look for	Cost
<p>Tripod/monopod/large 'selfie stick':</p> <ul style="list-style-type: none"> <li>Retracts to a small size (some can fit in a carry case).</li> <li>Able to connect to video mount (see below).</li> <li>Note that monopods don't stand up on their own – you hold the stick steady at the top, with the bottom resting on the ground (this can be difficult).</li> </ul>	In the 'My Relationship with Digital' pilot, this piece of equipment cost approximately \$50.
<p>Video mount for smartphone:</p> <ul style="list-style-type: none"> <li>Clamps smartphone into position.</li> <li>Able to be screwed into tripod/monopod (see above).</li> </ul>	In the 'My Relationship with Digital' pilot, this piece of equipment cost approximately \$30.
<p>Video editing software:</p> <ul style="list-style-type: none"> <li>Ability to cut, delete, and reorder clips.</li> <li>Examples include iMovie, and Microsoft Photos (Video Editor).</li> <li>Ensure the software can work with the video format that your smartphone or video camera produces. If not, some programs can convert video formats (eg VideoLan Player).</li> </ul>	Free to download.
<p>Carry case/pencil case:</p> <ul style="list-style-type: none"> <li>Large enough to carry equipment without being too cumbersome – including, radio microphone, consent forms, questions, etc.</li> </ul>	In the 'My Relationship with Digital' pilot, this piece of equipment cost approximately \$2.

## Related documents

- [Video Snapshots Guideline](#)
- [Appendix B – Video participation consent form](#)
- [Appendix C – Additional guidance for filming people speaking](#)

## Document Control

ID	DPC/G7.1
Version	2.3
Classification/DLM	Public-I1-A1
Compliance	Discretionary
Original authorisation date	July 2016
Last approval date	May 2020
Next review date	May 2022

Licence



With the exception of the Government of South Australia brand, logos and any images, this work is licensed under a [Creative Commons Attribution \(CC BY\) 4.0 Licence](#). To attribute this material, cite Department of the Premier and Cabinet, Government of South Australia, 2019.