Pre-lecture:
- Charge all batteries, battery packs, iPods.
- Check space on laptop.
- Test ScreenFlow is healthy beforehand.
- Reboot laptop if in any doubt.
- Put iPods on airplane mode to prevent interruptions.
- Make sure auto off is switched to never.

Cameras:
- Set up (old) Swivl with two iPods and Garmin.
- Make sure Swivl and all cameras have battery packs on.
- Maybe: Set up iPod recording above overhead projector surface along with paper and pencil. Use tripod with horizontal extension for this.
- Make sure iPods focus okay and (probably) engage AE/AF lock on all by holding until yellow square flashes.

Laptop connections:
- Connect screen via Thunderbolt.
- Connect ethernet directly via Thunderbolt.
- Connect pager via USB.
- Connect sound via USB Logitech adaptor.

Wireless headphones:
- Make sure both units are on and powered up.
- Make sure connection to laptop is working (test in ScreenFlow).

ScreenFlow:
- Select New Recording (Command-N).
- Record from Wireless Microphone (not the built-in microphone) (Test).
- Record from Internal Speakers (to capture video sound).

Slides:
- Use acroread for projection. Use Preview for preparation. Acoread is not great otherwise but essential for presentations (video won’t run or stream in Preview for example).
- Set the size to the largest possible. Default may be something horrible like 800x600.

Apparatus:
- Goggles.
- Pointing implements (soup ladle, tongs, etc.).

Start:
- Start all cameras at the same time OR using a timer.
- Clap a few times for sync purposes.
- Press go on ScreenFlow.

End:
- Stop video recording.
- Command-Shift-2 to stop ScreenFlow
- Save as YYYY-MM-DD[course-acronym]-lecture[NN]. (NN = lecture number)

Set up for editing:
- Copy screen recording into new ScreenFlow 1080HD document based on course template named YYYY-MM-DD[course-acronym]-lecture[NN]-HD.
- Use iExplorer to copy iPod videos into a folder and then into ScreenFlow. (Must be a way to import directly but this works reliably.)

Inventory checklist: