

Lawless America Film Procedures

All the State or Local Coordinator (“Coordinator”) has to do is be at the film location from 8 am to 6 pm on the day(s) of filming to provide general assistance.

There are, however, a number of other optional tasks that the Coordinators can do that will be extremely helpful. (These are highlighted in yellow below.)

The ideal situation is for Bill Windsor to land in a city and have help so he can concentrate on preparing for the interviews and interviewing the subjects. College students are copying and pasting the contents of every email received from each subject so Bill will have Microsoft Word files of all communications, the 3-minute testimony scripts, and the lists of proposed questions for him to ask. Many have also submitted a lot of other information. Bill needs as much time as possible to review this and prepare. Bill also needs to be able to relax as much as possible before the interviews, so if the State or Local Coordinator can ensure help to unload the Jeep and get everything set up, this would free Bill to focus on the interviews.

The Student Crewmembers are the crew for the filming. The students will serve as Camera Operator (operates Canon XF300), Audio Operator (sound, microphones, mixer), Gaffer (lighting), and Production Assistant (assists Director in a variety of ways). If we have a crew of five, one will serve as the Production Coordinator (responsible for all of the crewmembers and assisting the Director as a right hand person). Additional crewmembers would serve as Camera 2 Operator (operates Canon 5D Mark II), Grip (assists with lighting, electrical), and possibly as a two-person Second Crew to film B-Roll.

1. **ADVANCE WORK: CREW** -- We need to line up at least four radio-TV-film students and/or experienced film crew volunteers to help at each location. This would involve (1) calling the schools in the state to get them to promote the opportunity to their students, (2) placing Craig’s List ads for every market 30 days before we reach that location, (3) receiving all of the applications, (4) responding to applicants, (5) setting up an excel file to track the names, emails, and numbers of the committed crew for each location, and (6) emailing and/or calling each crew member a few days before their shoot to make sure they are all set. Some of this can be done by the local team, but I am concerned that the ball will be dropped in places unless there

is one person responsible for this overall. The email address for all crew matters is: Crew@WhistleblowerProductions.com The Crew Coordinator should send each Coordinator a contact list for the crewmembers scheduled for their location.

2. **ADVANCE WORK: PUBLICITY** – We have six news releases going out by email prior to film day and one after. The Coordinator and other Local folks could help clean up and supplement the media database for their state. They could also call media to encourage them to cover it. We have Renee as our PR Manager (PR@WhistleblowerProductions.com), and she will be processing all of the news release emails and fielding inquiries from the media. Anna and Veta will be handling international media, and their email is PR2@WhistleblowerProductions.com.
3. **ADVANCE WORK: FILM LOCATION** – Our volunteers have failed miserably at the simple task of contacting each state capitol to try to arrange a room at the capitol building that we can use for filming. I've now assigned this to a paid student intern. We need a location in every city where we will be filming. Ideally, we need a 500 square foot room (though we can work with any size room). I prefer it in or near the capitol building, but we will take whatever we can get wherever we can get it in the city. It needs to be free. We need a room or area that is as quiet as possible. We need electricity. Ideally, we would have chairs for visitors. We need a fixed chair (not swivel) for the subject. I need a flat surface with two chairs for my computer, video monitor, sound equipment and sound operator. Preferences: Capitol, courthouse, college, church.... We need a place with free parking if possible. Coordinators should check with the Location Manager to see if she needs help finding a location for your filming – LocationManager@WhistleblowerProductions.com.
4. **ADVANCE WORK: RESEARCH** – We could use help identifying additional victims and experts to be filmed. Sally Borghese has taken the job of getting Google research done for the states where we do not have enough victims lined up. This is an area where local individuals should be able to do the best possible job of this. Coordinators may email Sally to offer to help – Research@WhistleblowerProductions.com.
5. **ADVANCE WORK: POLITICAL CONTACTS** – Contact every member of the state legislature to invite them to come to be interviewed. Contact candidates for state and national legislature, governor, attorney general,

sheriffs, and prosecuting attorneys to invite them to be interviewed. All we have now is one volunteer who will send mass emails --

Politics@WhistleblowerProductions.com. Coordinators may contact the local Republican and Democratic parties (as well as specific candidates individually) to extend invitations to candidates to be filmed.

6. **ADVANCE WORK: HOTEL RESERVATIONS** – Every attempt must be made to obtain a complimentary room for filming at a hotel or permission to film in a quiet corner of the hotel lobby or Business Center. Efforts should also be made to obtain a comp hotel room. If no comps are available, hotel reservations should be made using points whenever possible. All of this is being handled by Irina -- Hotels@WhistleblowerProductions.com. If a Coordinator can arrange a complimentary or reduced price room, please email Irina.
7. **ADVANCE WORK: SUBJECT PREPARATION** – Subjects should dress as they feel comfortable. We prefer to film you wearing what you would normally wear each day. If possible, do not wear bright white or bright red. Do not wear any logos. Do not wear thin stripes or herringbone patterns. Do not wear a hat or sunglasses unless you are to be filmed anonymously (and if you are, a hat to disguise your profile is recommended, and sunglasses are also recommended).
8. **ADVANCE WORK: CONFIRMATIONS** -- The Coordinator will attempt to confirm every Subject the day before the Shoot and will continue those calls on the day of the Shoot, if necessary.
9. **ON-SITE WORK: WEATHER** -- The Coordinator will check the weather forecast each morning and advise Bill about conditions, temperature range, and forecast for the day when they meet at 8 am.
10. **ON-SITE WORK: REPORT TIME** -- The Coordinator and crew will be at the first film location of the day at 8 am (with a few exceptions). The Coordinator must be at the location not later than 8 am to be the initial point-of-contact for all involved. Subjects are to report at least 10 minutes before their scheduled time. The Coordinator will greet each guest.
11. **ON-SITE WORK: SAFETY BRIEFING** -- Bill Windsor will provide a safety briefing.

- 12. ON-SITE WORK: UNLOAD & SET-UP** -- All equipment will be unloaded and set up. One crew member will be assigned the duty to do nothing but keep their eye on all of the equipment as it leaves the jeep and another will have the same duty at the set-up site. All equipment will be in carry bags/boxes color-coded and/or marked CAMERA, LIGHTS, SOUND, STILL PHOTOS, PRODUCER, COMPUTER, CRAFT SERVICES, MAKEUP, T-SHIRTS, CAPS, SIGNS, BATTERIES, SET, EVIDENCE, and MISC. **The Coordinator will assist as directed by Bill.**
- 13. ON-SITE WORK: INVENTORY** -- Each bag will be inventoried on the Inventory Sheet in the bag as the equipment is unloaded. The responsible person will sign the sheet. Any shortages will be immediately reported to the Production Assistant (or to the Producer, if there is no assistant at the location.)
- 14. ON-SITE WORK: DUTY ASSIGNMENT** -- If there is no crew at a location, Bill Windsor will set up the camera, lighting, and sound. If there is a crew, the Camera Operator, Gaffer (Lighting), and Sound Operator will set up their equipment. The Production Assistant will set up the signage, place the Craft Services goodies, maintain the make-up and wardrobe, display a T-Shirt and cap for sale, act as the Unit Photographer, and serve as media liaison. Bill will set up the computer. **The Coordinator will serve as host and will manage crowd control.**

Position	Full Crew	Limited Crew
Unload Security	Crew 4	Bill Windsor
Set-Up Security	Crew 3	State Coordinator
Camera Operator	Crew 1	Bill Windsor
Gaffer	Crew 2	Bill Windsor
Audio Operator	Crew 3	Bill Windsor
Prod. Assistant	Crew 4	State Coordinator
Computer	Bill Windsor	Bill Windsor
Unit Photographer	Crew 4	Bill Windsor
Security	State Coordinator	State Coordinator
Prod. Coordinator	Crew 5	Bill Windsor
Grip	Crew 6	Bill Windsor
Camera2 Operator	Crew 7	Bill Windsor
Camera2 Asst.	Crew 8	Bill Windsor

15. ON-SITE WORK: STILL PHOTOGRAPHY -- The Production Assistant will take headshots of all crew and volunteers using the Canon 5D Still Camera. The Production Assistant will also take shots of the production during the day. **If there is no Production Assistant, the Coordinator should handle this photography.**

16. ON-SITE WORK: FILM PROTOCOL -- The following Set Protocol will be used:

Crew Member	Says	Does
Director:	Lights	
Gaffer:		Lights are turned on
Production Assistant:	Quiet on the Set	
Director:	Roll Sound	
Sound Operator:	Rolling	
Director:	Roll Camera	
Camera Operator:	Rolling	
Camera Operator:	Speed	When pre-roll has run
Director:	Slate	
Production Assistant:		Slate in front of camera
Camera Operator:	Got it	
Production Assistant:	Mark It	
Camera Operator:	Clear Slate	
Camera Operator:	Camera Ready	
Director:	Action	
Director:	Cut	At end of a Take

The Director will use hand signals to the Camera Operator and Sound Operator: Fist (tight shot); Open Hand (pull out); OK Sign (Check focus); Thumb Up (raise the boom).

- 17. ON-SITE WORK: SUBJECT PREPARATION** – Bill will brief each Subject as to what will happen, how to handle the interview, etc.
- a. Relax.
 - b. Ignore the camera and lights.
 - c. Just talk to me. Look at me, not at the camera, unless we specifically direct you to look straight at the camera as we will on a few short takes at the beginning.

- d. Just carry on a conversation with me.
- e. Please wait until I finish asking my question before you speak.
- f. Please always answer questions with full sentences so we can use your responses rather than my questions and your responses in the film.
- g. Don't worry if you misspeak or "make a mistake." It happens. Just relax. This isn't live TV, so we can edit as needed.
- h. You may want a sip of water before we begin.
- i. Would you like a tissue?
- j. May we apply a little powder if the Camera Operator sees a shiny spot?
- k.

18.ON-SITE WORK: TAKES -- The following Takes will be recorded with each Subject after the Unit Photographer (takes several headshots of the Subject):

- a. Name (Subject will simply state their name, looking directly at the camera. For example, "William Michael Windsor." Camera Operator will shoot a tight shot, and the framing for this set-up must be identical from one location to all others.)
- b. My name is _____. (Subject will simply say this, looking directly at the camera. For example, "My name is William Michael Windsor." Camera Operator will shoot a tight shot, and the framing for this set-up must be identical from one location to all others.)
- c. City and State (Subject will simply state their city and state, looking directly at the camera. For example, "Marietta, Georgia." Camera Operator will shoot a tight shot, and the framing for this set-up must be identical from one location to all others.)
- d. (Type of Corruption) (Subject will simply state the type of corruption they have experienced, looking directly at the camera. For example, "Civil Court Corruption." Camera Operator will shoot a tight shot, and the framing for this set-up must be identical from one location to all others.)
- e. I'm (first and last name) from (city and state), and I'm a victim of _____ corruption. (Subject will simply say this, looking directly at the camera. For example, "I'm William Michael Windsor from Marietta, Georgia." Camera Operator will shoot a tight shot, and the framing for this set-up must be identical from one location to all others.)

- f. Release (Production Assistant will get release signed, and this will be filmed. For this and items g, h, i, and j, the Camera Operator will use a medium shot. From this point forward, the Subject should always look at Bill as if carrying on a conversation with him; the Subject should never again look directly at the camera.)
- g. Affidavit (Production Assistant will get Affidavit signed. For this and items f, h, i, and j, the Camera Operator will use a medium shot. The Subject should always look at Bill as if carrying on a conversation with him; the Subject should never again look directly at the camera.)
- h. Opening Paragraph (Subject will present the first paragraph of their testimony script. The Subject should relate this information to Bill as best he or she can from memory; we don't want this to be read from the script. For this and items f, g, i, and j, the Camera Operator will use a medium shot. The Subject should always look at Bill as if carrying on a conversation with him; the Subject should never again look directly at the camera.)
- i. Testimony (Subject will read their three-minute testimony script as if sitting in a Congressional Hearing Room giving testimony to Congress from a prepared statement. For this and items f, g, h, and j, the Camera Operator will use a medium shot. The Subject should always look at Bill as if carrying on a conversation with him; the Subject should never again look directly at the camera.)
- j. Interview (The Subject and Bill will carry on a conversation for 30-60 minutes. The Subject should always look at Bill as if carrying on a conversation with him; the Subject should never again look directly at the camera. The Camera Operator will vary the shot as deemed appropriate. The Director will provide some hand signals.)
- k. Reaction Shots (The Subject will be filmed showing several reactions – frowning, smiling, shaking head up and down, shaking head side-to-side, and anything else that the Subject indicates would be the type of facial expression or gesture they would use. The Camera Operator will also film close-ups of hand gestures.)

19. ON-SITE WORK: ORGANIZATION – The Coordinator will have the schedule for the day's filming. The Coordinator will note when each Subject arrives and will advise Bill of the status after each Subject Wrap. The Coordinator will provide information to those in the area while filming is taking place. The Coordinator will post a Lawless America sign outside the door on an easel, and the Coordinator will try to maintain the area near the filming as quiet as possible. The Coordinator will ask everyone to keep

their cell phones turned off. The Coordinator will attempt to get as many signatures as possible on our Petition. The Coordinator will keep the Lawless America Phone on vibrate only during the film day, and should return it to ring mode during the Final Wrap. The Coordinator will respond to text messages and will take notes from messages received if the matter is something that Bill should handle. The Coordinator will handle any and all odds and ends that come up during the day.

20. **ON-SITE WORK: FILM** -- The Production Assistant will check with the Camera Operator after each Subject is filmed to learn when a Flash Card has been filled. When a Flash card is full, the Camera Operator will remove the Flash Card and give it to the Production Assistant to be copied to two External Hard Drives. Bill Windsor will verify the successful transfer of the files before the Flash Card is reused. The Production Assistant will recharge batteries during the day, as needed. If there is no Production Assistant, Bill will handle this work.
21. **ON-SITE WORK: B-ROLL** -- If available, a Student Crew of two people will be dispatched to film B-Roll. In each town, a list of locations to fill and specifications will be provided. The Student Crew will either use their own camera or the Canon 5D Mark II. If a Student Crew is not available, the Primary Crew will film these locations, if time permits. If anyone brings their own video camera, we would appreciate it if they would shoot some film of the crew doing the filming, those assembled in the audience, etc.
22. **ON-SITE WORK: SUBJECT WRAP** -- When a Subject's filming is complete, the Production Assistant (or Coordinator, if there is no Production Assistant) will place all of the Subject's evidence and documents in the Evidence Box, separated from others in or by a file folder. The Coordinator will ask the Subject to sign personal letters to the Subject's state and national elected officials as well as our Petition. The State Coordinator will get each Subject and anyone with them to sign the big Lawless America poster. The State Coordinator will ask the Subject if he/she wants to buy a T-Shirt and a cap or make a donation.
23. **ON-SITE WORK: FINAL WRAP** -- When the filming at a location is wrapped, everything is to be inventoried as it is packed up. The responsible person signs the Inventory Sheet. All batteries are to be removed from

equipment and placed in the BATTERIES bag. Flash Cards are to be copied before leaving the location.

Position	Full Crew	Limited Crew
Load Security	Student 4 (Key)	Bill Windsor
Set Security	Student 3 (Grip)	State Coordinator
Camera Equipment	Student 1	Bill Windsor
Gaffer Equipment	Student 2	Bill Windsor
Sound Equipment	Student 3	Bill Windsor
Craft Services	Student 4	State Coordinator
Computer	Bill Windsor	Bill Windsor
Security	State Coordinator	State Coordinator
Signage	Production Assistant	Bill Windsor
T-Shirts	Production Assistant	Bill Windsor
Disguises	Production Assistant	Bill Windsor
Still Camera	Bill Windsor	Bill Windsor

24. AFTER HOURS WORK -- SECURITY: When the Jeep returns to the hotel, the CAMERA bags, AUDIO bags, and Batteries bag will be placed inside the hotel room. Everything else will be stored in the Jeep, and both alarms and both dashcams will be activated.

25. AFTER HOURS WORK -- BATTERIES: Bill Windsor will be responsible for charging all batteries:

- a. Canon XF-300 batteries (3)
- b. Canon 5D Mark II batteries (2)
- c. Canon 5D Mark II flash unit batteries (4)
- d. Shure FP33 Mixer (2)
- e. Wireless Microphones (4)
- f. Verizon JetPack (internal)
- g. GPS Unit 1 (internal)
- h. GPS Unit 2 (internal)
- i. SONY Camera-Mount GPS Unit (1)
- j. Portable Fan (internal)

- k. Bill's Digital Tape Recorder (2-AAA)
 - l. Bill's iPhone (internal)
 - m. Lawless America AT&T Phone (internal)
 - n. Bill's iPad (internal)
 - o. Bluetooth (internal)
 - p. Bullhorn (4-D, as needed)
26. **AFTER HOURS WORK -- VIDEOS:** Bill Windsor will upload all Testimony Videos to YouTube. Each video will also be loaded to Livestream.com/lawlessamerica and added to www.TVChannel1.com. Bill will link each testimony Video to the Subject's Movie Listing Page.
27. **AFTER HOURS WORK – STILL PHOTOS:** Bill Windsor will download all still photos to his computer.
28. **AFTER HOURS WORK -- EDITORIAL:** Bill Windsor will post an article on www.LawlessAmerica.com.
29. **AFTER HOURS WORK – ONLINE TV SHOW:** In each capital city, Bill Windsor will produce a live Lawless America Show on Livestream (and TalkShoe, if possible) at 10 pm.
30. **AFTER HOURS WORK – INTERVIEW PREPARATION:** Each evening, Bill Windsor will study the information for the next day's Subjects.
31. **AFTER HOURS WORK -- CONFIRMATIONS:** Each evening, the Interstate Coordinator will call the State Coordinator and Student Crewmembers to ensure that all is set for the next day's work.
32. **AFTER HOURS WORK -- PUBLICITY:** The PR Manager will issue a final news release for the film location.
33. **PERIODIC WORK – FILM SECURITY:** As External Hard Drives are filled, one Drive will be shipped to Barbara Windsor. Upon receipt, Barbara will verify that all files are on the Drive before it is moved to a secret, secure location. The duplicate Drive will be placed into a bag that Bill Windsor has with him or secured at all times.

Special Note: Bill has previously had skin cancer. That's the scar next to his left eye. So, if filming is taking place outside, it would be appreciated if you would make sure he applies sunscreen (Doctor's orders). Please also try to keep him from heavy lifting due to previous hernia surgery.