

PEPPERELL COMMUNITY MEDIA  
Training Scorecard

Version 2.0

11/28/2018

**STUDENT  
NAME:**

Module	Skill or Subject Matter	Instructor	Training Date	Test Date	Passed Initials
1.1	Editing station demo				-----
1	Camera Box equipment organization				
1	Canon camera audio indicaton check				
1	Canon camera battery life check				
1	Canon camera battery Mount, dismount				
1	Canon camera media handling				
1	Canon camera media versus power				
1	Lighting Gear setup, opration, strike				
1	Tripod Camera mount, dismount				
1	Tripod Setup, Operation, Strike				
1.1	<b>Skill Test of module 1 skills</b>				-----
1	Canon camera AC power set up, strike				
1	Canon camera Channel 2 audio setting				
1	Tripod Camera remote control connect, disconnect				
1.2	<b>Skill Test of module 1 skills</b>				
2	Battery Charge on Return procedure				
2	Cable Mic setup, opereration, strike				
2	Wireless Mic and Lavalier Overview				
2.1	<b>Skill Test of module 2 skills</b>				
3	Equipment Care and Safeguarding				
3	Equipment Sign In Procedure				
3	Equipment Sign Out Procedure				
3	Battery Charing On-Return Procedure				
3	Media replacement on Return procedure				
4	Editing Station Use				
4	Account information, login, logoff				
4	Only PCM installed software				
4	Filenaming conventions				
4	Appending required disclaimer text to videos				
6	Wireless Mic and Lavalier Operation				
6	Wireless Mic and Lavalier Setup				
6	Wireless Mic and Lavalier batteries (tip up = Full, Tip down = used)				
6	Wireless Mic and Lavalier Strike				