

To: [Name of Videographer/Legal Video Company]

From: [Name of Requesting Attorney/Firm]

Date: [Date]

Re: Multi-Camera Setup Requirements for Deposition of [Witness Name]

Dear [Videographer Name],

This letter serves as your formal instruction regarding the video recording requirements for the deposition scheduled for [Date] at [Time] located at [Address].

Due to the complexity of this matter, we require a multi-camera synchronized setup. Please ensure the following technical specifications are met:

1. **Camera 1 (Witness):** A tight/medium shot focused exclusively on the witness, capturing facial expressions and upper body movements clearly.
2. **Camera 2 (Exhibits):** A high-definition document camera or overhead camera focused on the physical exhibits as they are presented, marked, and manipulated.
3. **Camera 3 (Wide Shot):** A wide-angle shot of the deposition room capturing the witness, the questioning attorney, and the court reporter.
4. **Switching/Mixing:** You must be equipped to provide a real-time "Picture-in-Picture" (PiP) or split-screen feed that combines the witness and the exhibit when necessary.
5. **Audio:** Individual microphones for the witness, the questioning attorney, and the defending attorney. All audio must be synced across all video feeds.
6. **Deliverables:**
 - A primary synchronized digital file (MP4 or MPEG) with embedded time stamps.
 - Separate raw files for each camera angle.
 - A synchronized transcript-to-video file (LEF/SBF/MDB) for trial software compatibility.

Please confirm via email that you have the necessary equipment to fulfill these specific multi-camera requirements. If you have any technical questions, please contact our office at [Phone Number].

Sincerely,

[Your Name]

[Your Law Firm]