



## CHOOSING YOUR IDEAL SHOOTING LOCATION

- Find a location that is well-lit with natural sunlight or plenty of indoor lighting
- Choose a quiet location with little background noise (street sounds, music, other people)
- Avoid spaces with lots of echo
- Turn off air conditioners and heaters to avoid fan noise
- Provide a seat for yourself that is stationary and quiet (no chairs with wheels/swivels, overstuffed cushions, or squeaky screws)

## SETTING UP YOUR PHONE / CAMERA

- Set your laptop, phone, or camera on a tripod or steady surface (please do not hold your camera while shooting to avoid shaky footage)
- Shoot horizontally (use landscape mode and avoid portrait mode)
- Position camera at eye level (if you can, avoid angles where the camera lens is looking up or down on you)
- Choose a non-distracting background (avoid windows, showing other people, posters/signs that can be read etc)

## LIGHTING

- Shoot in daylight if possible
- Position yourself so windows or your main light sources are facing you, not behind you.
- Avoid overhead lights
- When shooting indoors, consider using a [ring light](#) that clips to your computer/phone to help light your face



## **CAMERA PRESENCE**

- Look at the camera at all times
- Keep your hand movements to a minimum
- Stand/sit up straight
- Keep your hands to your side or gently folded in front of you (no crossed arms)
- Keep your shoulders relaxed
- Smile, especially at the beginning and the end of each response

## **CLOTHING AND ACCESSORIES TO AVOID**

- Clothing with colors that blend in with your background
- Patterns (stripes, plaids, polka dots)
- Shiny fabrics or jewelry
- Visible labels, logos, text, images
- Wrinkled clothes
- All white or all black clothing
- Noisy accessories that could interfere with your audio

## **TECH SPECS**

- Check your video camera settings to make sure you are shooting one of three formats: 1080p at 30fps, 1080p at 60fps, or 1080p at 24fps. 720p and 4k is fine too.
  - On Android phones, the settings are usually in the main camera app behind the gear settings wheel
  - On iPhones, the camera settings are in the main settings icon in the photos and camera section
- If you are unsure, no worries, your camera's default setting should generally be ok.



### **A FEW OTHER HELPFUL HINTS**

- If you can, ask a friend/family member to assist you while you record
- Do a short recording test to make sure you can see and hear yourself clearly
- Have water handy for clearing your throat
- A bite from an apple can help take care of a dry mouth!