CHECKLIST FOR FILMING AT HOME

1 — Limited empty space above head
2 — Equal space on both sides
3 — Speaking with hands isn't necessary
4 — Body is close to camera, face is well lit and camera is at eye level
5 — Look engaged
6 — Suitable attire
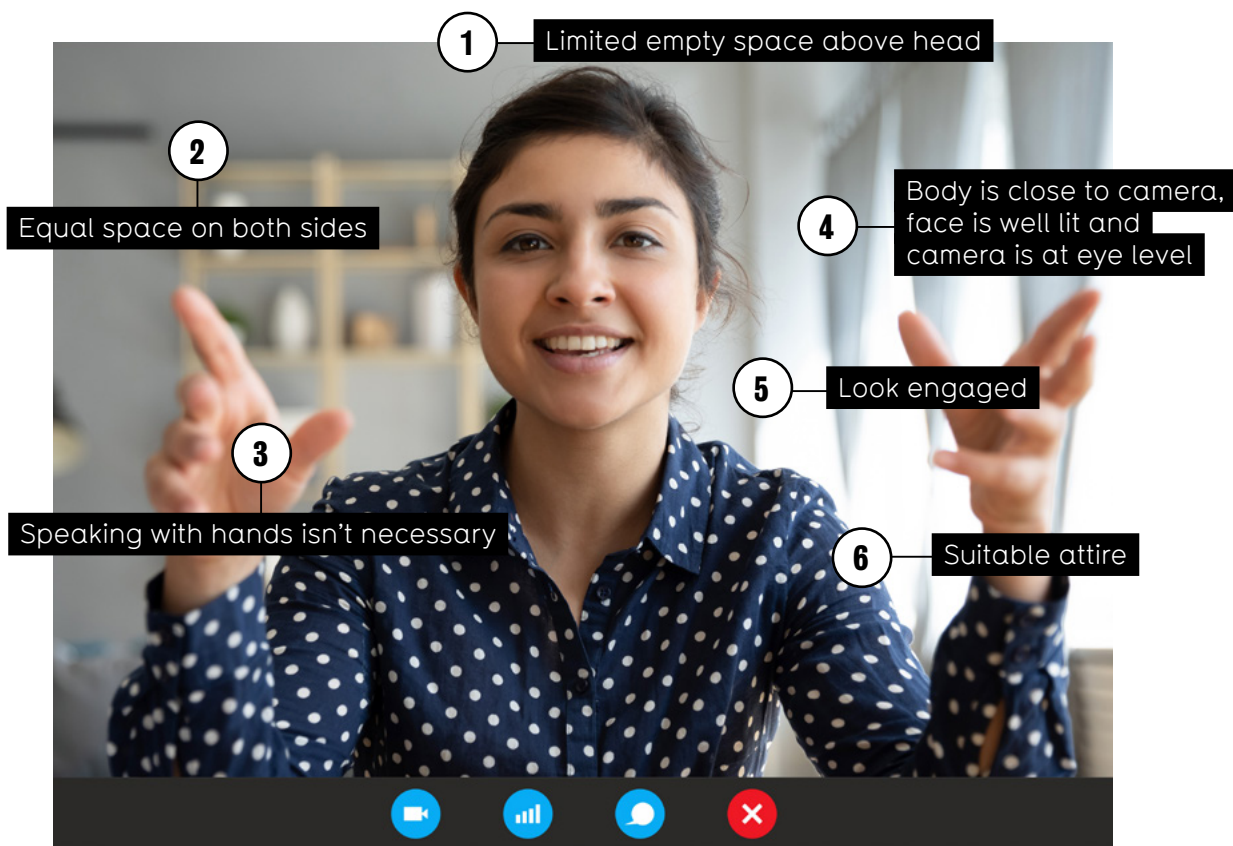
IDEAL SET UP

Keep empty space above your head limited (but be sure not to cut the top of your head off either).

Put yourself in the middle of the frame so you have equal spacing on both sides.

Present your remarks in a conversational tone to evoke genuineness. Avoid reading off scripts if possible. Speaking with your hands is not necessary.

Keep your body close to the camera so your audio is strong and ensure your surrounding area is quiet.

Avoid the use of headphones when recording.

Ensure that you are satisfied with your background (i.e., no one behind you, clutter-free, etc.).

Ensure that you are wearing appropriate attire (i.e., business casual clothing, no large logos).

Ensure that your face and body are well-lit and in clear view. Doing this will drastically improve the quality of your video.

› Natural daylight (i.e., a window in front of you) is always the best source of lighting (do not have windows behind you as it creates shadows)

› If a window or natural daylight isn't available, please use a large overhead light source or one directly in front of you while filming

› Avoid being over-lit/over-exposed where natural colours are washed out

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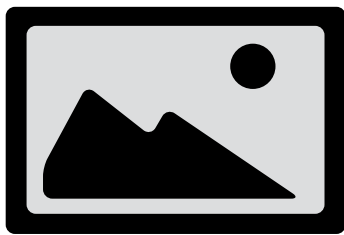
FILMING PROCESS/EQUIPMENT (WEBCAM OR PHONE)

Record three seconds of "silent padding" where you're filming, but sitting still and not speaking *before* you begin your remarks *and after* you finish speaking. It will feel strange, but this will ensure we can edit out you pressing the on and off record button.

Ensure your camera lens is clean. Free of dust, dirt or a phone covering (even if it's a clear lens protector, we suggest you remove it for highest resolution).
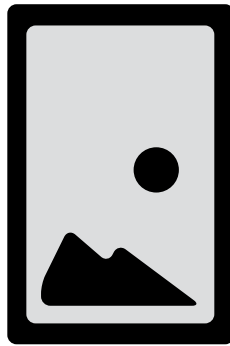
Use your computer's webcam and keep it at eye level. We suggest using the following programs:

› **For Mac users**, film in Photo Booth (a free software that is automatically installed on your computer)

› **For PC users**, film with your computer's webcam software

If you'd prefer recording on your phone, ensure your device is positioned in landscape, not portrait. Propping your device up against something sturdy (i.e. books or a wall) instead of holding it in your hand will eliminate shakiness and ensure your face isn't too close to the camera.

TIPS ▶

Whether you're filming on a computer or phone, files will be automatically recorded in the correct format (i.e. .mov or .mp4) — no modifications to files are necessary.

If the video clip needs to be shared with someone, be sure to ask them which platform they'd like you to send it through.

Landscape

Portrait

A landscape view is when the frame width is larger than the height, and a portrait view is when the frame height is larger than the width.

For more information contact: **creative@uwaterloo.ca**

uwaterloo.ca/creative-studio