

CHECKLIST FOR

FILMING AT HOME



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.
- ☐ Keep your body close to the camera so your audio is strong and your surrounding area is quiet.
- ☐ 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
- ☐ Present your remarks in a conversational tone to evoke genuineness. Avoid reading off scripts if possible. Speaking with your hands is not necessary as shown in image.
- ☐ 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).



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 (fig. 1), not portrait (fig. 2). 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.

FIG. 1 – LANDSCAPE

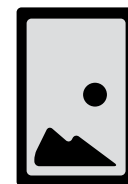


FIG. 2 – PORTRAIT

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 is needing to be shared with someone, be sure to ask them which platform they'd like you to send it through.