

YOU

GOT



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# SET-UP GUIDELINES FOR PRE- RECORDING

*When recording your video please be mindful of the following:*

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## **Lighting**

- Record yourself indoors, in a well-lit room.
- Natural lighting is typically the most flattering, however it is also the least predictable, you will want a lighting plan that is reliable.
- Your light source should be located in front of you. Make sure you're facing toward, not away from, a window or another light source.
- There shouldn't be any windows in the background of your image if possible. If you can't avoid having a window in the background, please have the blinds closed or curtains drawn. The lights from a window can over expose your camera.
- If the lighting in your room is dark, please grab a lamp or extra light and place it in front of you so it can enhance the lighting on your face.

## **Audio**

- Ensure that there is no background noise, or echoing before you begin.
- Use a quiet room free from interruptions (e.g. pets at home).
- Please close all applications on your computer that have notifications set up (e.g. a new email received notification/beep can be very distracting).
- Please keep all phones on silent including home/office phones and cell phones.
- If you able to, use a professional USB microphone like Blue Yeti, or a headset microphone, rather than the built-in mic on your computer or webcam.
- Do a quick sound check before you begin, you may need to reposition yourself, or speak louder.

## **Format**

- 16:9 Wide Screen format. Do not record in portrait mode or 4:3 ratio if possible.
- Record in 720P or 1080P video quality. Please refrain from recording in 4K.
- We accept all standard video formats (.MP4, .AVI, .MOV).



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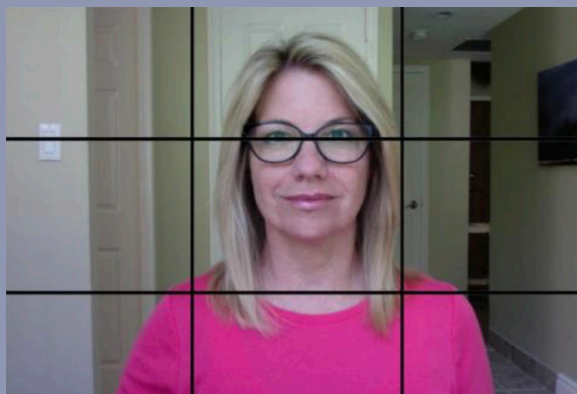
## **Background**

- Do not use virtual backgrounds, unless requested by your event organizer.
- A clean background is always nice. Try to find a room with a solid colored wall in the background or a nice backdrop for the video. Avoid busy backgrounds and remove clutter.

## **Camera Position**

- Make sure that your framing is setup properly. The most flattering angle is typically when your camera is positioned slightly higher than your eye level.
- If you are using a laptop, use books or boxes to raise height of the webcam, and tilt it downwards pointing it at your eyes.
- Ideally you want a small gap between the top of your head and the top screen (see image below).
- Be mindful of your posture, sit up straight, shoulders back.
- Don't sit too close or too far from the camera, you don't want too much dead space, or to envelope the camera with your face. Imagine a grid like a tic-tac-toe board, as your guide – fit your face roughly in the middle column, with your eyes level to the top line.

***Always make sure to look at the webcam or camera on your device when talking. It help convey better eye contact to your participants.***



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