

CHECKLIST

7 TIPS FOR SELF RECORDING VIDEO VIA VIDEO CHAT.



1. Keep it personal, but professional

- ☐ **Mind your background**
Be aware of what is behind you. Clear the clutter, but give the audience something more interesting than a bare wall. Consider sitting near a bookshelf, moving around house plants, or sitting by a colourful piece of art.
- ☐ **Avoid going virtual**
We recommend not using virtual backgrounds, as they are distracting to the human eye, and can reduce audience trust.

2. Hold audience attention

- ☐ **Maintain eye contact**
Look into the webcam. It may feel awkward at first, but looking directly into your computer's camera or a webcam creates the illusion of intimacy for your viewers. It feels like you are talking directly to them, rather than being distracted by something else on your screen.
- ☐ **Know what to say**
Thinking of one to three points to discuss is the sweet spot. It's a good idea to write these down on paper... unless you are a natural, then run with it.

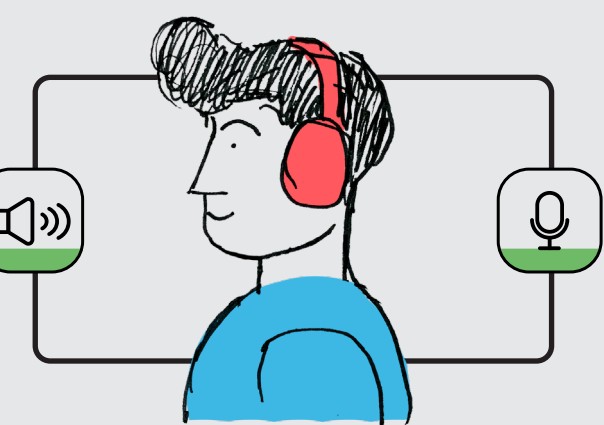
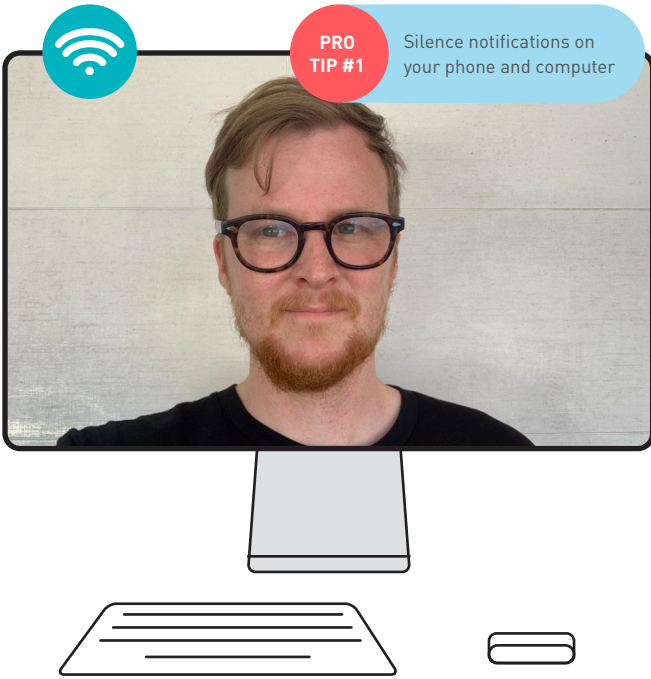


3. Frame your shot

- ☐ **Are you in frame?**
Make sure the top of your head and your shoulders are fully in the frame
- ☐ **Create a sense of space**
Don't stand too close to any walls or large objects.
- ☐ **Connect with your audience**
An eye level shot is ideal, above shot can be friendly and below shot can be intense. Choose your level to convey the right emotion

3. Video call settings

- ☐ **Set full screen**
Close out of any additional screens and set the video chat to full screen so the interviewer is the only thing you can see. It can prevent video or audio playing without warning. It also helps your video chat call load more efficiently.
- ☐ **Find a good internet connection**
Test the network. Prior to your video call, test out your connection where you plan to conduct the interview. Try streaming video or calling another subject. There's nothing more jarring to an audience trying to follow along than a call which keeps cutting out.



5. Sound check

- ☐ **Listen for distracting sounds**
Open windows/doors are a portal into a world beyond the recording. Close them if you can.
- ☐ **Use headphones with a microphone**
If wired, make sure the microphone isn't rubbing against your clothes or tables. Holding the mic is ok.

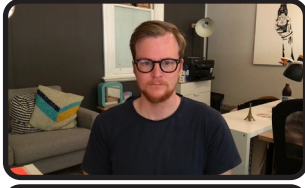
6. Find a brightly lit room

Take a moment to notice the quality of light. The goal is to have even lighting across your face. Watch for harsh shadows or looking washed out with too much light.

- ☐ **Too bright?**
Close a curtain or move further away from the light source.
- ☐ **Too dark?**
Head into the light! Two lamps in front of you and a light source behind



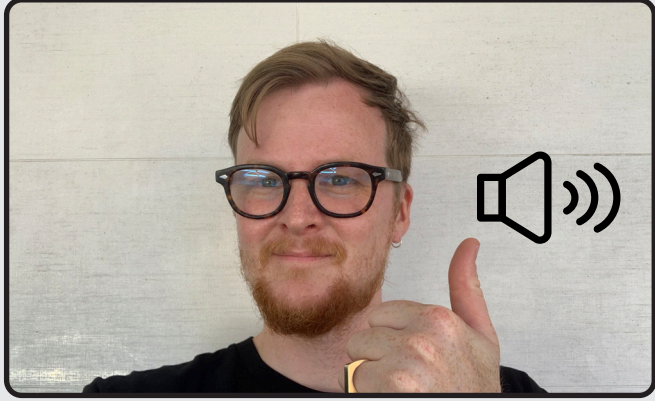
Too harsh



Just right



Too Dark



7. Final test

Now we've set the scene—Turn on the camera and quickly run through the checklist again to confirm you are ready.

- ☐ **Record a short test video**
Savour this moment. You should look and sound amazing right now.
- ☐ **Play it back**
Record a short video, then play it back and see if you are happy with the sound.