Shooting Video Checklist

Gear

☐ Camera (in-device, webcam, dedicated video camera)
☐ Microphone (if using external mic)
☐ Lighting (enough to brighten subject’s face)
☐ Tripod (if using)
☐ Script/notes (if using)
☐ Device to display script/notes (if using)
☐ Prompter application (if using)

Setup

☐ Recording space is quiet
☐ Subject is sufficiently lit
☐ No backlighting (ex. sunlight through an office window)
☐ Camera is mounted on a tripod or secure surface
☐ Microphone is set up close to subject (if using external mic)
☐ Prompter screen is set up close to camera (if using)
☐ Script on prompter is written in your own natural voice (if using)
☐ Make sure to bring extra batteries, tape/hard drive space

Test Recording

☐ Record ~1 minute, play back to verify quality of your setup
☐ Monitor speed of your speech, don’t talk too fast
☐ Sound is clear and good volume
☐ No ambient noise
☐ No objects behind your body that look like they come out of your head

Recording

☐ Speak at a conversational speed, not too fast
☐ 10 minutes maximum
☐ Back up video