



# Shooting Video Checklist

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## 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