

BE PREPARED:

How to manage your recording day

Some instructors record a little bit every day, some record large blocks at once. Regardless of which group you belong to, this checklist will help you prepare for recording.

Before you record

Do a table read – Read your script out loud before recording. Make changes to words or phrases that don't sound natural.

Get your recording tools ready – Choose your mic and camera (if you'll be on screen), get familiar with it, and test the audio in your recording environment to make sure there's no echo or other audio issues.

Pick your clothing and background – Choose what you'll wear and what will appear behind you, paying attention to how it can make you appear (formal, professional, fun, etc).

Record your test video – Make a test video of 1 to 3 minutes with your recording set-up and send it to us for feedback.

Create your shot list – Go through your script and plan the camera shots. Think about background, camera angles, props, etc. (Optional)

On recording day

Mark your lectures – To organize your video files, say the name of your lecture and the take number (e.g., "Learning Python, take 3") at the beginning of each shot.

Be prepared – Have an extra memory card, batteries, and charger on hand.

Check your recording – After a couple of lectures, pause your recording and check that the audio and video quality is good, your lighting is right, and nothing is blurry.

Keep hydrated – Drink plenty of water throughout to keep your tone even.

Keep track of shots – Make notes about recorded lectures and which takes you feel most confident about.

Save footage – Take frequent breaks and save footage to your computer.

Best Practice Equipment Set Up

- 1 **Key Light** Brightest
- 2 **Fill Light** Med Intensity
- 3 **Back Light** Low Intensity
- 4 **Camera**

