

Instructions for Recording Video Submissions

Thank you for agreeing to record a video! Below are general instructions for how to record the video and how to act on camera. Please feel free to reach out to me with any questions - I'm happy to help or advise.

QUESTIONS? CONTACT ME:

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TECHNICAL INSTRUCTIONS - BEST PRACTICES

- Smartphone, video camera, webcam (Zoom) are all fine. Phones and video cameras are better quality than webcam/Zoom.
- **IF USING YOUR SMARTPHONE:**
 - **Shoot in landscape (widescreen), not portrait (tall) mode**
 - IPHONE SETTINGS: go to Settings > Camera > Record Video and select "4K at 30 fps" (if available) or "1080p HD at 30fps". Under Settings > Camera > Formats, select "Most Compatible". These settings can produce large files, so watch your storage.
- **STABILIZE.** Use a tripod or set your camera on a stable surface, like a pile of books. [DIY tripod ideas](#)
- **EYE LEVEL.** Shoot at eye level - try not to shoot up from below
- **LIGHTING.** Make sure there is light on your face. Keep the light source out of the frame. The room doesn't have to be brightly lit overall, but make sure we can see your face.
- **AVOID BACKLIGHTING.** Avoid having a lamp, window (without blinds/curtains drawn), or mirror behind you. The background should not be brighter than your face.
- **SOUND - VERY IMPORTANT.** Shoot in a quiet area. If possible, avoid or turn off street noise, air conditioners, refrigerators, appliances, fans, noisy pets, babies, other people talking, etc. You want your setting as quiet as it can possibly be. Be close enough to your camera's microphone that your voice picks up well. Try shooting a test shot and listen to it to be sure the audio is picking up.



OTHER NOTES

- **WARDROBE:** Wear appropriate clothes. If representing your company/organization, wear what you might wear to work.
 - No visible logos (unless representing your organization), no busy/loud patterns, nothing sheer/revealing. Solid colors and muted patterns work great. Stripes are fine if they are not fine (pinstripes) or too high-contrast.
 - Glasses are ok if there is no glare on them. If not, try taking them off.
- Your submission will be edited. Please leave 3 seconds of silence at the beginning and end of your clip.
- Smile, take a deep breath, and don't rush. You got this!