



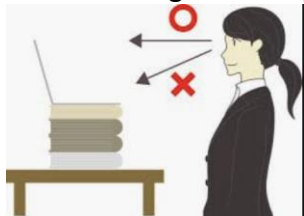
GUIDELINES FOR VIRTUAL VIDEO RECORDING

BACKGROUND:

- Avoid a solid white background. Make your background interesting but not too busy.
- Make sure your background is clean and clutter free.

CAMERA POSITIONING:

- Camera should be elevated to be at or above eye level and no higher than your hairline.
- Position your camera far enough away to capture your shoulders and your entire face with some room to spare. Make sure to leave headroom at the top of your frame.
- If script is not memorized place copy directly above the camera to maintain eye contact. Enlarge the script font if needed.



LIGHTING:

- Have your largest light source directly in front of you or no more than 45 degrees away.
- Your screen can be a great source of light but make sure it's not too bright.
- Utilize natural lighting but too much backlight will create shadows. Facing a window is an excellent lighting option.

AUDIO:

- Wireless earbuds are ideal.
- Make sure you are on mute when not speaking.

PRESENTATION:

- Look directly into the camera at all times. Present as if you are talking to a person not a camera.
- Be energetic and remember to smile. You will want to be more animated than normal to engage your audience. (i.e. more expressive facials and voice modulation)
- Stand, don't sit and be aware of your posture.
- Minimize distractions. Turn off your notifications on your computer and silence your phone.
- Make sure family members are aware you are broadcasting to avoid distractions.
- To avoid issues with bandwidth, request family members minimize use of the internet during the broadcast.