

REMOTE RECORDING GUIDELINES



Virtual Recording Studio Link:
<https://www.v2linc.com/recordingstudio>



INTERNET CONNECTION

- **A good solid internet connection is a must.** If the reception or connection is bad we will not be able to see or hear you clearly. If using a cellular phone or tablet be sure it's in a location that has the best reception.
- Please check your Wi-Fi upload and download speeds: You can find this at <https://www.speedtest.net> and press "go". A reliable internet connection with at least 10 Mbps of download speed and at least 5 Mbps of upload speed to ensure your feed is consistent and doesn't fail.
- Computers connected via ethernet cable will have faster speeds than a Wi-Fi connection. **If using a Wi-Fi connection, please turn off other devices that are connected to the Wi-Fi - this makes the connection stronger.**

AUDIO - PLEASE BE SURE TO HAVE CLEAN AUDIO AS MUCH AS POSSIBLE

- **Be in a quiet place** - free from ambient noise, TV's, family members or pets.
- Wireless earpieces typically work well but are not mandatory.
- Turn off any fans or air conditioners that may blow air into your computer's microphone or earpiece microphone.
- If you're sitting by a window, take note of any outdoors noises (gardeners, trash trucks etc.)

LIGHTING - GOOD LIGHTING IS A KEY

- **Ideal lighting has you lit evenly from left to right across your entire face.**
- **Natural outdoor light – with you facing a window is best.** Please do not have an open window behind you, unless you are professionally lit.
- When using typical home lighting (lamps, overhead or recessed etc.) be sure not to sit directly under the lights as it may cause dark shadows under your eyes and nose. If available, light rings and other production lighting works very well.
- Production lighting (not including a ring light) looks best above the subject at a 45-degree angle.

RECORDING DEVICE

- Most people have cellular phones with hi-resolution recording - these are absolutely fine. Other people may prefer to use a tablet/iPad, desk or laptop computers or webcams. In either case the position of your camera's lens is paramount.
- **Filming in landscape orientation not holding the phone vertical.**
- Stabilize the phone/video source with a tripod or with something around your home to make sure the video isn't shaky.
- **Be aware of the angle of your camera.** A bad angle would be your phone or laptop screen is too low - like on a desk or coffee table. This will cause you to have to look down toward the camera and the camera looking up toward you. This is not a good angle. **It's best to have your cameras lens (cell phone or computer) at eye level.** In advance of your recording session, please plan where and how best to position the camera lens to be at your eye level.
- Please **wipe your camera lens prior to your recording session** to ensure there are no smudges effecting the crispness of your video
- When using a cell phone/tablet, **the best orientation is horizontal** (the long way) not vertical (up and down).

FRAMING / BACKGROUND

- You should fill the frame with your image as much as possible without cutting off your head. The desired framing would run from the **top of your head to approximately mid-chest level**. Be sure to be in the center of the screen/frame and not too low or off to one side.
- While many think it's best to be against a plain wall - it lacks visual interest. However, a busy background can be very distracting. It is **best to have some depth and elements in the background, but not too much**.
- When selecting your position with items in the background, be sure to look out for things like poles, plants or trees that are behind you. You want to avoid objects appearing to come out of your head.
- **Please note:** While the examples below are of people sitting – it is our goal be a bit more creative. We prefer that you not sit at a desk/table for your presentation. The producer for your session may ask you to change your position for this recording.
- **Attire:** Please be dressed in the requested attire that coordinates with your participation level.

SUGGESTIONS ON FRAMING:

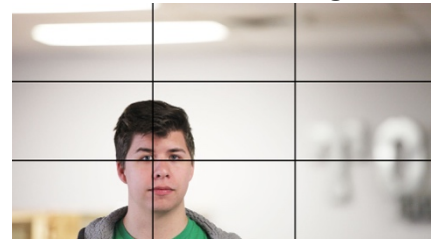
Good



Bad



and Worse Framing



Usable Backgrounds:

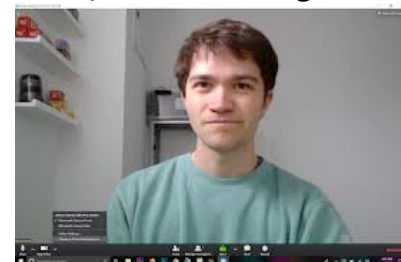
Pleasant



Good Depth



Clean, non-Distracting



LEAST PREFERRED BACKGROUNDS AND ANGLES:

Messy & Busy w/ Shadows



Shadow on Face w/ Messy Room



Up the Nose Angle

