



Checklist 6: Prepare To Record

Project Name: _____ Date: _____

Aim to record videos in batches – Put aside a whole day if you can and record as many videos as you can. You will find you are more likely to get into a 'flow' and less likely to make mistakes.

You will also then have a series of pre-recorded videos that you can upload and schedule to sites like YouTube.

- | | | Yes | No |
|---|--|--------------------------|--------------------------|
| 1 | Do you have a list of videos that you want to shoot?
<i>Will these videos form a series of videos that follow on from each other or will they be a number of different videos on different subjects?</i>
<i>Tip: If you create a series of videos, on YouTube you can have them link to each other which will help increase your video views and viewer retention.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Do you know what you will say?
<i>Be as prepared as possible and write out a simple script or bullet points that you can refer to if you get stuck.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Do you have a clear outcome and what your viewers will learn or be able to do after watching your video? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Will you be using a teleprompter?
<i>If you are working off a script then you might use a teleprompter to read the script as you appear to be looking into the camera. However, if you do choose this option you will need plenty of practice first otherwise it'll be very obvious you are reading word for word.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Do you have a mic that records your voice without any buzzing or hissing? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Have you eliminated any background noise that will distract your viewer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Have you turned off your phone so you don't get any calls or text messages whilst you're recording? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Have you closed down your email and webpages such as Facebook that will alert you when you get a new message? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Do you have screen capture software? | <input type="checkbox"/> | <input type="checkbox"/> |

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If you don't want to be in front of the camera then you can record screen capture videos in which you share your computer screen as you talk through what you're doing.

There are many options out there but one of the most affordable and excellent resources to use is [Screencast-o-matic](#). You can use it for FREE and if you do upgrade for additional features it only costs \$1.50 per month.

If you're recording screen capture videos are you using a different browser so you don't get notifications popping up on your screen every time someone posts or messages you

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| 10 | Have you created video slides?
<i>A very quick and easy method of creating a video if you don't want to be on screen is to create slides using Powerpoint and then just read your script and recording your audio and put them together using video editing software.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Are all of your slides the correct height and width for a widescreen video presentation i.e 16:9 | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Are the images that you will use high quality images and not distorted to fit the correct dimensions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | Have you timed your speech or video script?
<i>How long will your videos be? If you are aiming to create a series of short, bite-sized videos for a video playlist or as part of a product, then before you start recording, read through the script and time yourself. You may want to break your content down into smaller parts such as 3-5 minute videos or 10-12 minutes for more in-depth tutorials.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 | Are you talking at a steady pace?
<i>Don't try to cut down the length of your videos by talking faster, it will just make it more difficult for people to understand or follow. Around 150-160 words per minute is about right but you don't need to count them, just remember to talk at a normal conversational pace.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 | Have you planned additional shots, camera angles, use of stock video footage?
<i>If you are creating talking head videos where you are standing in front of the camera, then you may want to retain your viewer's attention by switching camera angles or adding some related video stock footage or effects.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16 | Have you prepared the lighting?
<i>Don't prepare this on the same day as you're shooting, it takes time to get it right and that's time you could be shooting new videos</i> | <input type="checkbox"/> | <input type="checkbox"/> |

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IMCHECKLIST

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| 17 | Have you positioned your camera correctly?
<i>Aim to position the camera at eye level, don't have the camera so it's looking up or down at you. When you position yourself in front of the camera aim to have a small gap between the top of your head and the top of the screen.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 | Have you charged all of your batteries?
<i>The last thing you want are your batteries to go dead in your camera, lighting or mic half way through recording a video</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | What will you wear?
<i>Prepare what you're going to wear and have a change of clothes as you'll be recording a batch of videos. You don't want to be seen in the same clothes for every video. Aim to wear solid colours and remove any jewellery or accessories that may make a noise whilst recording.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 | Are you something a mic and clip on to?
<i>If you're going to use a lapel mic or remote recording device then make sure you're wearing a belt or something like a shirt that it can clip onto, especially if you're commuting to a recording studio.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 | Are you recording whilst sitting down?
<i>If you plan on sitting in front of the camera then make sure that doesn't make a noise when you shift your position. Seats can make some very interesting noises if you know what I mean and your mic will pick these up!</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22 | Have you checked what's behind you?
<i>Try not to film yourself in front of a cluttered background, you want your viewers to listen to what you have to say and not spend their time checking out your bedroom to see what they can find.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23 | Have you done your Hair & Make up?
<i>Now you may be used to wearing make-up but if you're not it may sometimes help reduce the shine on your nose and forehead if you apply a small amount of foundation and take some time to style your hair so you look nice, neat and clean.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24 | Have you got an assistant?
<i>If you can get someone to help you with the camera, lighting and your position as well as anything else you might need it will really help you focus more on what you need to do.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25 | Have you checked your microphone prior to recording? | <input type="checkbox"/> | <input type="checkbox"/> |

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Make sure you test your mic first before recording, you don't want to record a great shoot only to discover your video has no audio

- 26 Is there any background noise? ☐ ☐
There's nothing worse than trying to watch a video where someone is trying to teach you something and there's so much noise going on in the background that it distracts you or you can't hear what they're saying.
- 27 Do you have enough memory card storage? ☐ ☐
Make sure that you have enough memory and extra SD cards for the amount of filming you will be doing.

Have fun!

Enjoy recording videos and try not to get stressed, once you get in the flow you will find that things become easier and you make less mistakes. If you do feel stressed then take a break, splash your face, have a drink and come back to it later once you feel refreshed.

If you do make mistakes and say or do something funny then you can use those clips for 'Bloopers' at the end of your video. People will find these amusing and it shows you are real!

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