

Video Recording Guide

PRIOR TO FILMING

YOUR SCRIPT

- Write out what you want to say, either word-for-word or an outline.
- Remember to:
 - Ensure your response answers questions, if they were provided. Give personal stories to show how/why you valued the experience.
 - Be international since your video will be watched at all hours around the world.
 - Avoid timeframe references, e.g., good morning/noon/night.
 - Avoid jargon, sports references and physical gestures since they may not translate appropriately.
- Practice!
 - How does it sound? How long is it? Is this "right" for the audience?



IF USING YOUR SMARTPHONE/TABLET

- Film horizontally, not vertically if using your phone.
- Confirm the camera is recording your face at eye level.
- Consider what is the highest quality camera on your device. On most devices the rear facing camera is better than the front camera.
- Set the camera settings to the highest quality video
 - 1080p HD or 4K at 24fps or 30fps would be ideal.
- File formats that are accepted:
 - .MOV; .MPEG4; .MP4; .MPEGPS; DNxHR; ProRes; HEVC (h265)



IF USING YOUR COMPUTER/LAPTOP

- Set the camera settings to the highest quality video
 - 1080p HD or 4K at 24fps or 30fps would be ideal.
- Confirm the camera is recording your face at eye level.
- File formats that are accepted:
 - .MOV; .MPEG4; .MP4; .MPEGPS; DNxHR; ProRes; HEVC (h265)



YOUR BACKGROUND & ATTIRE

- Use a light source not from behind.
 - If you are by a window, make sure the natural light hits your face, not your back.
- Film in a quiet room.
 - If there is anything you can control, like a fan or music, make sure turn it off for silence.
 - Music is often copyrighted. If it is audible, we may not be able to use your video.
- Keep your attire and background in neutral and solid tones.
 - Avoid thin stripes or tiny patterns.
 - If wearing jewelry, ensure it does not reflect the light to make it difficult to see your face on camera.



TIPS & TRICKS

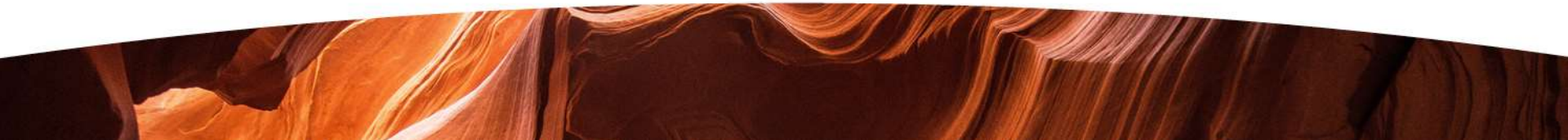
- Standing up can help with projecting your voice and confidence.
 - Make sure if you do stand up, your camera is adjusted to record your face.
- No matter the device, placing the camera at eye level or slightly above will provide a more flattering image.



DURING FILMING

REMEMBER TO...

- Pause and sit still for at least 10 seconds before and after you speak so we have silence.
- Create at least 2 takes of the recording.
 - You can change backgrounds or attire (optional).
- Avoid using filters, music or images if you do not have the copyright permission(s).



AFTER FILMING

ONCE YOU'RE DONE FILMING

- Watch your recording to make sure it's what you wanted and expected.
 - If you don't like the lighting or want to do another take, feel free!
- Save your video file.
 - Identify your "favorite" take.
 - File formats that are accepted: .MOV; .MPEG4; .MP4; .MPEGPS; DNxHR; ProRes; HEVC (h265)
 - Tech questions? Email: news@agu.org
- Fill out this [AGU Video and Image Release form](#) that confirms we can use your content.

