

## BASIC GUIDE FOR SELF-FILMING

### I. General Tips

#### Do's

##### A. Before Recording

- Find a **neutral backdrop** like a wall or surface that is plain (e.g plain bedsheet or large sheet of backdrop paper).
- Position yourself several steps feet from backdrop to avoid casting shadows
- **Remove clutter**, distracting items & personal items from surroundings.
- Ensure your appearance is neat, and your wardrobe is not clashing with the backdrop or has distracting prints / colours
- Record in the highest **resolution** possible (e.g 1080 pixels on iPhones)
- Mark your spot (e.g. with a piece of tape) to indicate where to stand. Rehearse beforehand to see how far you can lean or move, to not cut off parts of yourself.
- Do a short take or **test run** first to check that framing, focus & audio levels are good prior to attempting a full run.

##### B. During Recording

- Do focus on completing your take without getting distracted or interrupted
- Do an introduction and closing if applicable.

##### C. After Recording

- Check your playback to be sure you can see and hear the footage clearly.

#### Don'ts

- Don't frame yourself too tight. Generally, record in landscape, and frame a shot that starts from shoulders or mid-waist up. Be careful not to crop off parts of yourself.

### II. Camera

#### Do's

- Place your phone/recording device somewhere **stable** and at **eye level**. If using a laptop, prop it higher if necessary to avoid looking down at the camera.
- Use a tripod/phone holder if possible to avoid shaking of camera. If you have to shoot handheld, keep phone close to body, rest elbows on nearby object, use body to absorb bounces and shakes
- **Clean the camera lens** before shooting
- If using phone to record, use the **rear/back camera** as it tends to be of better specifications.
- As mentioned above, record in **landscape**, and frame a shot that starts from **shoulders or mid-waist up**.
- Ensure the frame has sufficient space around the face in case cropping is required
- If possible to have overlay grid on phone screen, use it to ensure camera is not tilted

- Ensure there is no glare or reflection on speaker's face or glasses from the phone or laptop screen
- Record a **test video** to ensure subject is not blurry, and the framing works.

#### Don'ts

- Don't use zoom function to subject to avoid pixilation. If there is a need to, move the camera closer to the subject instead.

### III. **Lighting**

#### Do's

- Have good **front lighting** to illuminate subject's face. If your lighting source is behind the subject, add a front light.
- For soft or flat light, try to balance 2 light sources on either side of the camera.
- For harsh light with more shadow & depth to subject, try a lighting triangle placement (creating a triangle with the camera, light and subject).

#### Don'ts

- Don't have the sun shining directly behind the subject, as this creates a silhouette on the subject
- Don't use overhead lighting, as it this will cast unflattering shadows on subject's face

### IV. **Sound**

#### Do's

- Find a **quiet space** to film in, as far as possible.
- Ensure phones and noise-making devices are set to silent or airplane mode before shooting to avoid notification sounds, vibration noises etc.
- If possible, switch off any fans & close windows, as wind will contribute to distortion
- Place microphone subject close to the subject for clear audio
- If possible, use an external microphone linked up to phone / recording device (e.g. a lapel mic)
- **Record a test run** to ensure that your volume of your audio is sufficient; not too soft and not too loud as this creates distortion
- If background music must be used, generally keep it to the beginning and end of the recording at a minimal volume.

#### Don'ts

- Don't mumble, enunciate your words clearly
- Don't select background music that is distracting or that may overpower your speech.