

Preparing a Video Workshop or Session

Helpful hints before recording:

Clothing suggestions
<ul style="list-style-type: none">▪ Try to wear warm, cool or neutral colors.▪ Stay away from dark and bright colors such as black, white, navy and neon patterns.▪ Avoid tight patterns such as pinstripes, hounds' tooth, paisley, herringbone, etc.▪ Avoid clothing with wording such as t-shirts or hats or other items with logos.
Location
<ul style="list-style-type: none">▪ Look for a well-lit location, with the source of light in front of you and not behind you, which may cast a shadow on you and will make your face difficult to see in the recording. Natural light is best.▪ Place video camera at eye level or higher than eye level. If shooting from a standing position, try to focus on your face as much as your instruction will allow.▪ When possible, "test" the area where you will record by turning on the camera using Zoom or other video programs to help you determine the best location.
Audio and audio recording
<ul style="list-style-type: none">▪ Use of headset with a microphone will record the clearest sound. If you do not have this available, we recommend choosing a taping location that provides the quietest surrounding possible.

Preparing Your Content

Preparation beforehand will allow you to focus on the content and delivery that you truly intend to convey and will reduce any unneeded hesitation, redundancy, or meandering in your speaking.

Preparation, even writing your comments beforehand, will allow you to fully synthesize and hone your speaking points. Here are some key leading questions and points to help you begin:

Begin your brainstorm, consider what type of message you are aiming to provide
<ul style="list-style-type: none">▪ What are the key points?▪ What should people (your audience) walk away with?
Write and prepare your statement
<ul style="list-style-type: none">▪ Draft your statement and general response prior to recording.▪ Consider specific phrases or comments you would like to include. Capture your key points/phrases.▪ Consider adding a summary sentence or two at the end of your video recording to reinforce your main points.
Practice your speaking
<ul style="list-style-type: none">▪ If possible, practice and record your introduction, your summary statement or a key point/transition on a virtual format. This will help you test your recording.
Your notes, statement and final recording
<ul style="list-style-type: none">▪ While recording, it is best to have direct eye contact with the camera. While you may need your points or statement with you, we recommend maintaining as much eye contact with the camera as possible.

You're Ready!

With these notes in mind, you should be ready for your recording. The general aim is to simply be yourself. If you have prepared your points and feel relaxed and comfortable, this will come across in your recording. Here are other helpful reminders:

Last reminders while you are recording

- Avoid large body movements as this will change or alter your camera's focus and may create temporary blur that will diminish the overall quality of your recording.
- Avoid touching your face (eyes, nose, mouth, etc.) while you are speaking as these actions are magnified in recordings.
- Some hand movement is encouraged but should be limited.
- Pauses with a point creates great emphasis.
- Feel free to show an emotional range, including smiling, laughter, or other emotion as appropriate.
- As much as possible, project a comfortable conversational tone directly into your camera.

Thank you again for your help in putting together these virtual sessions. If you have any questions related to the recording, please feel free to reach out to SASEI Pro Staff.