

# Educational Video Checklist

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Always do a test!



## Lighting & Visuals

- Are you washed out? Shadows?
- Are you close enough to the camera?
- If the image is grainy, you may need more light.
- If you wear eyeglasses, adjust the light so that it does not reflect.
- Ensure visuals are used to communicate your message.
- Have visuals ready to go when you begin recording.



## Sound

- Smile and pause in the beginning to ensure none of your words are cut off. If there is awkward silence in the beginning, you can always cut that out during editing.
- Do you hear any background noises?
- Are you muffled? You may need a microphone closer to your mouth or a headset.



## Location

- Does your background look adequate?
- Are any distracting objects removed from the frame?
- Did you put your "Recording in Progress" sign up or close the door to keep from being interrupted?



## Personal Appearance

- Is your tie/jewelry/clothing on straight or does it reflect the light badly?
- Are your clothes too loud/distracting or does it blend in or clash with the background?



Speak in a conversational, enthusiastic voice.

