



## **VIDEO RECORDING PREPARATION**

### **QUICK REFERENCE**



**PRE-PLANNING**

- Schedule your video recording session 3 – 4 weeks in advance by contacting Cathy Stewart @ (205)934-6681 or [stewartc@uab.edu](mailto:stewartc@uab.edu).
- Plan your video in advance. It's a good idea to know how you want the end product to look before the camera begins to roll. Knowing what you want and how you want to shoot the video will help move the process along quicker.
- Dress & appearance –If you are recording a video for use online, and the presentation will continue for more than one class session, please make arrangements to wear the same shirt, blouse, suite, etc., for each recording.
- Prepare a script or outline for your presentation. Sticking to the script will speed up the post production editing process.
- Consider the room layout at the location where you intend to record the video. Minimize the possibility of someone walking in front of the camera. Often times you only have one chance to get the video shot.
- Minimize unnecessary movement while recording. Constant movement will have a negative effect on the final product. Constant movement will cause the camera to continually attempt to focus and cause blurring.
- Wide angle shots do not translate well over the web. Remember, web viewers are viewing the video through a small window on their computer, and will hardly see the detail of objects in the background. Background details are usually lost due to compression of the video. Normal video is at a resolution of 640 X 480 at 29.97 frames per second, while web video will be considerably less, usually 320 X 240 at 15 frames per second. Video quality is compromised to allow students with 56K connections to view it.
- Have an extra copy of course handouts for the videographer as it helps speed the post-production process.

## RECORDING SESSION

- SON Classroom videos are typically recorded at a close angle, hence the talking head label. If it is essential for the video, and you must show a wide shot of something, do so judiciously.
- Choose your background carefully. Avoid high contrast or bright backgrounds and avoid clutter.
- Use proper lighting. Video quality will degrade if the room is too bright or dark.
- If you answer a student's question during your presentation, be sure to repeat the question for the video. The microphone may not pick up distant sounds very well.
- Videos recorded for online use are normally broken into 15 minute segments. During the recording session, be prepared to allow for a 5 second logical pause every 15 minutes. This will provide a break point during the editing process.
- Slide shows or items displayed on a projection screen typically result in a poor quality video.
- Dress & appearance –If you are recording a video for use online, and the presentation will continue for more than one class session, please make arrangements to wear the same shirt, blouse, suite, etc., for each recording.