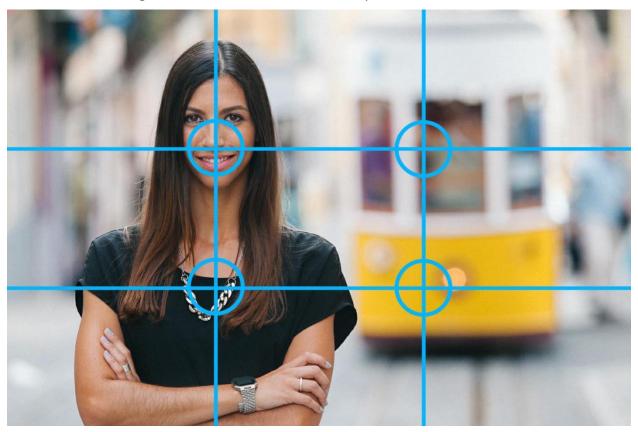


Jenny Bowen, Director of Communications · 707.445.7767 · jbowen@hcoe.org

Video Recording Tips

- Find a place to record that is quiet and free from possible interruptions
- Make sure the place you are recording in is well-lit.
- Keep the background simple
- Use a tripod or place camera in a stable surface.
- Do not recording in front of windows and avoid extremely sunny areas.
- Try to follow the rule of thirds when recording. You want to make sure you are in the furthest left- or right-hand side of the camera. Example below:



- If you have a written speech that you will be reading off of, place it as close as you can to the camera lens.
- If you happen to mess up a part of your speech while recording, pause for a few seconds and begin from where the mess up happened. This will help with editing. If you decide to do multiple takes, please indicate this in the recording before beginning your speech. For example: "Graduation intro take 1" (pause for 3 seconds) then begin speech.