

# FILMING CHECKLIST

## CAMERA/ SMARTPHONE

### TASK CHECKLIST

---

- CHECK BATTERY AND/OR SPACE ON SD CARD
- SILENCE DEVICE OR PUT ON AIRPLANE MODE
- POSITION CAMERA AT SLIGHTLY ABOVE EYE LEVEL FOR A MORE FLATTERING LOOK

## LIGHTING & SOUND

### TASK CHECKLIST

---

- SET UP TRIPOD WITH RING LIGHT OR FILM IN AN AREA WITH AMPLE NATURAL LIGHT
- MAKE SURE YOUR BACKGROUND MATCHES YOUR BRAND AND IS DISTRACTION FREE
- PLUG IN AND USE AN EXTERNAL MIC

## TEST RUN & PREP

### TASK CHECKLIST

---

- RECORD FOR A FEW SECONDS TO CHECK AUDIO AND VIDEO QUALITY
- HAVE NOTES/BULLET POINTS PREPARED (BUT NOT A SCRIPT)
- USE THE "SMILE-PAUSE-SMILE" METHOD FOR EASIER EDITING