

## TIPS ON RECORDING SPEECHES / PERFORMANCES

When recording your own performance, here are a few guidelines to follow:

- 1) Check the lighting. You want to make sure that you have a light source in front of you and not behind you. Make sure you are in a space with good lighting so that your facial expressions are clearly visible.
- 2) Location of camera: This should be a chest level. If it is positioned too low, your face may be blocked or unclear, especially if you will be holding a binder, paper or phone. If too high, your physical movements (gestures, etc.) will not be visible. Be sure that the camera is not positioned too closely to you. The view should include you from at least your knees to above your head.
- 3) Check the audio quality: Make sure, in your recording, that we can hear every word you are saying, clearly and distinctly. Also, choose a time and place where there is no background or distracting noise.
- 4) Do a lighting and sound check: before you record your performance, do a run through. Present a minute or two of your piece while recording, then stop and check it. Is the lighting working? Is the camera in the correct location (not too low, not too high; not too close or too far)? Is the sound clear?
- 5) Follow the rules of performance and of your event and dress professionally (as you would for a class performance). Remember: for memorized events, you should not have your script/text on a computer screen or poster. We can tell you are reading!
- 6) Once you've checked your recording - for sound, lighting, etc. - and you are satisfied that it reflects your **best** performance, then submit by the deadline!