



Quick Video Tips (Toastmasters club)

1. Keep video short and clean. Timing can be between 15sec - 1 minutes.
2. Follow the Toastmaster branding rules. **Such as;** colors, pictures, font etc
3. Have a vision of how you want the video to look in the end. This will help guide your filming.
4. Have a clean background; solid colors are best, or just don't have distracting items behind subject. Keep in mind contrasting colors with the background and the subject clothing. **Hint:** do not have the same color shirt as your background etc.
5. **Recording Sound:** Record yourself in a quiet space. Try not to have a lot of background noise, this include the natural humming in a room. The camera mic will likely pick up all the sound. If possible use a small lavalier mic, or those podcast mic that will pick up sound cleanly but, this is not mandatory. **A quiet space is key.**
6. **Camera placement:** have a little head room about, stand in the centre of frame, and do not cut off at the joints. **Hint:** do not set your camera frame to start at the elbow, **ALWAYS** frame above or below joints. You can stand to either side however, this depends on what the final video will look like so keep this in mind.
7. **Lighting:** ensure that you/subject is fully lit. You do not need a lot of light. Place your light source in front of the subject. You can place it beside the camera or just in front as long as it is not in the frame. **Hint:** natural light is always best therefore, you can film in front of a window as long as the window is in front not behind.
8. Content is important. Try to record yourself speaking clearly, in complete sentences and at the same pace. You can always stop and record a second take.
9. Take the time to set up the space as this will save you time in the end also, you will get a better product.
10. **PRACTICE, PRACTICE, PRACTICE!** Practice your set up. Practice what you are going to say. You are only using one take so take some time to film a few different takes and choose the best one.