

At-Home Recording - Best Practices

Test

We ask that you read through this document and then send us a short test recording first which we can review our end, to ensure the sound / video is as high quality as possible.

Sound

You must ensure you record in a **quiet** space with minimal echo. Fans, road noise, and washing machines can give a low hum, so be wary of this. Anything you can hear in the room you're recording in will be picked up by your microphone, so you must ensure background noise is minimal.

Lighting

If filming video, make sure you record during the day for the best light (or using a ring light). We want to clearly see your face!

Framing

If filming video, adjust your camera/position until you are sitting comfortably in the centre of frame and we can see your head, shoulders, and the top half of your torso (see image below for a visual reference).

Background

If filming video, your background should be plain white (or a light colour if you don't have white).

Attire

If filming video, please dress according to your character requirements. Avoid anything that may create noise on camera (e.g., jewellery that clinks when you move).

Script and Recording Tips

Ensure you have your script ready. Remember, we advise reading it a few times beforehand.

If you are filming video, you're not expected to memorise your script, but it's important that you retain good eye contact with the camera, or it can be distracting to the viewer. We therefore recommend having the script on a screen (laptop/tablet) as you record (auto-cue style), with the camera directly behind/above so that your eyeline looks as focussed and natural as possible.

Here are few free websites that will enable you to create a teleprompter effect using your laptop/tablet:

- <https://telepromptermirror.com/telepromptersoftware.htm>
- <https://cueprompter.com/>
- <https://www.teleprompter-online.com/>

Remember to pause for a few seconds before you start recording. We'd recommend making **one recording per script** and speaking your lines paragraph by paragraph, with a pause in-between. Don't worry if you make errors while recording – just pause and then start again. We can edit out any long pauses or mistakes if needed.

If filming video, give the camera lens a good wipe with a clean cloth before you start filming, to get rid of any grease or dust!

Sending Recordings

Please use wetransfer.com to send us your recordings. You should ensure your clips are named exactly the same as the relevant script, e.g., "John Smith PTC 1 ((2021_SQE__are_u05_Script_Template_intro))."

Example Videos

Please watch the two videos below for an example of the kind of thing we're looking for.

Actor/Presenter - Self Record Example 1
<https://vimeo.com/600173735/a147051f97>

Actor/Presenter - Self Record Example 2
<https://vimeo.com/600173922/3723fd5f24>

Example Framing and Lighting

