

Recording Checklist

The following is prerecording checklist. This checklist should not take the place of adequate planning but instead is a last minute check. Move down the list for audio, video, and screen-recording. If screen recording also record the webcam incase you need it later, better to have it and not need it than to need it and not have it.

Audio

- Adequate Storage
- Adequate Power
- Background Noise (is there wind or background noise? If it's unavoidable record a sample to aid in post production removal attempts)
- Script or Outline Present
- Equipment Check (do you have everything you are going to need)
- External Mic Check (check your levels and ensure you are recording)
- If using the phone "Airplane Mode" or "Do Not Disturb"

Video

- Adequate storage
- Adequate power
- Background Check (check for distractions)
- Lighting Check (is the subject properly lit)
- Framing Check (remember your rule of thirds)
- Person on camera check (clothing, hair, etc.)

Screen-Recording

- Notifications OFF
- Disconnect from internet if possible
- Check screen resolution
- Check wallpaper