

# 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