

How to prep your virtual guest

Production Checklist

Adjust lighting

Your light source should be in front of your guest. Make sure there is no backlighting such as window behind your subject.

Troubleshoot:

- Reposition where their laptop or mobile device is
- Turn off/on different lights in the room
- Open/close window blinds or shades

Adjust background

Try to have the background decluttered

Look for personal items in the background (ex. family photos). Alert guests of these items, so they can decide if they want to keep them in view for the interview

Adjust camera

First have your guest sit in a comfortable position and then adjust the camera. The recommended framing is a medium close-up.

Troubleshoot:

- Tilt laptop screen or device forward or back
- Move the device towards/away from guest

Consider framing the subject a little “loose” for later editing

Audio & Alerts

- Close any doors to room
- Check the mic level
- Turn off or mute any programs that give alerts
- Turn off/silence phones

Remind Guests:

Treat this recording as if you were live in the studio with cameras

Guests are on camera the full time just like they are in a studio so try and refrain for touching their face, playing with hair, etc.

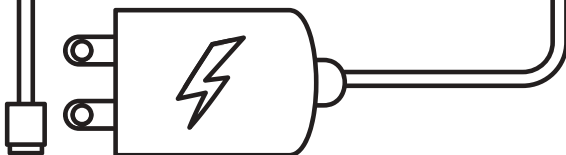
At the end of the recording on any breaks, have guest freeze for at least a 5 count

For timed show, make sure guest understand non-verbal cues (using hand signals or chat box)

Power

video recording can quickly deplete your device's battery.

- Fully **charge device** ahead of time
- Make sure your **charger** or **power cable** are plugged in.



E-mail Guest Prep

- Treat this recording as if you were live in the studio with cameras
- Find a room in your house that is as free as possible from noise or distraction
- The crew will coach you for framing and using existing lighting (*In general light source should be in front of you and you want to have a clutter free background.*)