

# 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.

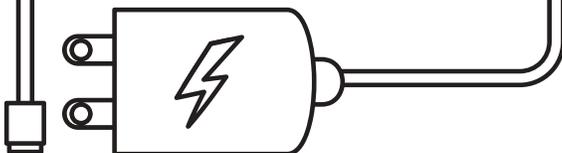
At the end of the recording on any breaks, have guest freeze for at least a 5 count

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.*)