How-to guide for filming yourself

1. Use plenty of light
   - Lighting makes a huge difference. Put your light source in front of you. Avoid back-lighting and overhead-lighting — you’ll run the risk of casting unflattering shadows.

2. Use a clean background
   - Use a neutral background. Remove distracting elements and stand several feet in front of your backdrop to avoid casting your shadow on the backdrop.

3. Use your phone or tablet horizontally
   - Shoot horizontally. Use a tripod, or set your camera on a sturdy surface. Do not use zoom.

4. Position yourself on screen
   - Shoot with the camera at about eye-level, as if you’re talking to someone around your height. Don’t shoot from below.

5. Prioritize crisp, clear audio
   - Audio quality is actually more important than your video quality. Listen back to make sure you can be heard clearly.

6. Recording on a webcam with your computer
   - Any software that will export a video file with sound is fine. Mac users can record with QuickTime. PC users can use Movie Maker.

7. Practice your camera presence
   - Stand up straight, smile, speak clearly and don’t rush. Take extra care with your appearance. Avoid white and patterns. Jewel tones or FSE/ASU branded attire are best.

8. Get prepared and hit record
   - Print out the questions and place them beside your camera. Try to keep your eyes looking at the camera. Think of it as a conversation with a friend.

9. Watch yourself and submit
   - Watch your recording to make sure it is to your satisfaction. Our editor can remove errors. Do not edit your own video. Upload your video to the provided link.
How-to guide for filming yourself

1. **Use plenty of light**
   Make sure a light source is lighting up your face. A window or lamp behind your camera can help. Avoid overhead lighting, you’ll run the risk of casting unflattering shadows. Put your light source in front of you to avoid back-lighting. Natural light is one of the best light sources.

2. **Use a clean background**
   Use a neutral background — wear clothing that contrasts with the background. Do not green screen or add your own virtual background. Remove distracting elements from your background like, laundry baskets, water bottles and household pets. Stand a few feet away from the backdrop to avoid casting shadows on it.

3. **Use your phone or tablet horizontally**
   Shoot horizontally, like a movie. Vertical clips will not be used. If you’re using a phone, don’t use digital zoom. Use a tripod, or set your recording device on a steady surface to avoid shaky footage. Use the camera on the back of your phone. The front camera’s quality is not as good on most phones.
4. **Position yourself on screen**

Imagine that there's a 3-by-3 grid laid over the field you're filming. Use the rule of thirds — keep some space above your head, but align your eyes on along the top third of the screen. Shoot with the camera at about eye-level, as if you're talking to someone around your height. Don't shoot from below. Make sure you are in focus.

5. **Prioritize crisp, clear audio**

Audio quality is actually more important than your video quality. If you stutter or make a mistake, just take it from the top and keep recording. Our editor can remove errors. Do not edit your own video. Do a test. Make sure you can understand what you're saying when you play back your test recording. If not, move closer to the microphone.

6. **Recording on a webcam or computer**

- Any software that will export a video file with sound is fine.
- Mac computer users can record with QuickTime.
- PC users can use Movie Maker.

7. **Practice your camera presence**

- Stand up straight, keep your shoulders back and your muscles relaxed.
- Smile, especially at the beginning of your video.
- Speak clearly and don't rush.
- Take extra care with your hair, makeup, and appearance for your big day on camera.
- Jewel tones (bright colors like blue, red, purple, green or ASU Maroon and Gold) or FSE/ASU branded attire look best on camera. Try to avoid white or patterns.
- Attire different from your background color, so you're not a floating head.

8. **Get prepared and hit record**

- Print out the questions and place them beside your camera (Computer or phone).
- Try to look into the camera and not down at your answers. Think of it as a conversation with your camera or with a friend who is on the other side.

9. **Watch yourself and submit**

- Watch your recording to make sure it is to your satisfaction. Once again, make sure the audio is clear.
- Upload your video to the provided Dropbox link.
- Complete the ASU photo/recording release and send us a scan or photo of the completed form. Link to the release: [https://brandguide.asu.edu/sites/default/files/asu-photo-recording-release_0.pdf](https://brandguide.asu.edu/sites/default/files/asu-photo-recording-release_0.pdf)
- Email links to video files and photo releases to: robert.mayfield@asu.edu