



Guide to virtual filming

FOR USE ON SQUADCAST, ZOOM, ETC.

WHAT DO I NEED?

- A laptop – do not use your phone unless absolutely necessary.
- Some books or similar objects to raise your webcam to eye level.
- Earphones or a headset.



HOW SHOULD I LOOK?

- Natural daylight will be best for looking good on camera, so sit near a window if possible.
- Sit at arm's length from your laptop, and position your face centrally, in the top half of the screen.
- Do a quick check of your background to make sure you're happy with what's on screen.
- If possible, we prefer all contributors do not use any virtual or blurred background, as this will not look as good in the final film.



HOW SHOULD I SOUND?

- Sitting at arm's length from your laptop will give you the best chance of sounding good.
- Try to make sure there's no background music or noise.
- If you usually use a headset or earphones, you can use these - we will check the sound quality during the filming.
- If we are interviewing you, avoid reading from a script – we will ask you questions so you can talk to the camera.

WHAT ELSE DO I NEED TO KNOW?

- Don't worry about messing up! The editor will cut out any mistakes or pauses, and make sure you come across perfectly in the final film.