



VIDEO RECORDING

Preparation and Tips

Part I: Things to do the day before your recording

1. Request your appointment three to four weeks in advance.
2. Discuss your project with the MediaVision staff (mediavision@cpp.edu). If your project involves material for online classes, MediaVision may include instructional designers from the Center for the Advancement of Faculty Excellence (CAFE).
3. When appropriate, prepare an outline of what will occur during the recording. If you are recording an introduction to an online class, you may wish to use the studio teleprompter; if so, bring an electronic version of your script on a flash drive.
4. If you are requesting the recording of a guest speaker, please ask the speaker to sign a release form in advance; a copy of the form can be provided from and returned to the MediaVision staff.
5. Depending on the nature of your request, it may be necessary to schedule a rehearsal and/or time to check the location of the taping to ensure lighting and audio can be effectively managed.

Please note, event recordings that occur during evening hours or on weekends will incur a small fee. Evening and weekend requests will be accommodated as resources permit. Please contact Trevor Henderson for details (trevor@cpp.edu).

Part II: What to expect the day of your recording

1. MediaVision staff will show you where to stand or sit for the best possible camera angles.
2. If you are recording an experiment or demonstration, the director may ask you to complete the same steps a few times so that different angles can be recorded.
3. A wireless or hard-wire microphone will be used depending on the situation; the technician will make sure the microphone is properly positioned and will conduct an audio check.
4. Action should begin following a countdown provided by the director.

Part III: Five tips for the recording session

1. To ensure the best video possible, avoid wearing bright white clothing and shirts or suits with a narrow striped pattern.
2. Make eye contact with the camera, this is your audience.
3. After a recording is finish please allow 3-5 seconds of silence and continued eye contact to the camera. This will allow us to fade out after you finish.
4. The video recording crew will let you know of any specific instructions based on the shoot, but if you have any questions, please ask.
5. Try to not be nervous. Remember we are recording you for your expertise and knowledge, what you're saying is something you already know a lot about, try to give as natural a presentation of that material as possible.

Accessibility Requirements

The California State University (CSU) has set forth requirements stated by the Accessible Technology Initiative (E.O. 926) for all instructional and web material hosted by Cal Poly Pomona or any other CSU entity. Please note that all video materials must contain time synchronized closed-captions and all audio materials must be accompanied by a verbatim transcript or captions and all instructional materials must be accessible. We ask that you provide a script or transcript to us to ensure your audio or video recording meets these requirements. MediaVision contracts with a vendor to provide captions at a rate of \$90 per hour of video or audio.

Please contact mediavision@cpp.edu for details.