



United Way  
of Southeastern Connecticut

## Video Recording Guidelines

Thank you for registering to read to children who may not have access to books and normal story time at school during this time. It's simple! Grab a book, set up a camera, and send the final video to Christina at [christina.fleury@uwsect.org](mailto:christina.fleury@uwsect.org).

1. Use a tripod or smartphone stand.
2. If using a phone, film in landscape orientation.
3. Make sure you're centered in the frame while filming and that the camera is eye-level.
4. Do not record in a noisy or windy area.
5. If inside, consider using a window for light. Do not film with a window behind you (backlit). If outside, film in a shady spot that is not backlit.
6. Do a test recording.
7. Don't zoom in because it can create pixilation
8. Put your phone in airplane mode to avoid sounds/notifications while shooting
9. Wait three seconds to speak and allow three seconds at the end of speaking for editing.
10. Have fun! Consider reading with a prop, costume, with voices for different characters, or in a space that will interest the viewer.