LUCID Seminar

Video Production Tips & Resources

Setting Up the Camera

1. Place tripod facing the speaker, screw camera on top of tripod

2. Make sure lens is open before recording (button on side of camera)

3. Zoom in so you only see upper body/ face of speaker (switch located on top of the camera)

4. Set white balance, check volume levels

5. Hit 'record' blinking red dot will display when recording

6. (optional) Insert lapel mic in the camera, clip mic to speakers' collar

7. (optional) plug in camera if battery is low

Recording Tips

1. Keep things simple
- Avoid rapid zooming
- Add effects during production, not recording

2. Have clearly defined roles and responsibilities in recording situations

3. Be organized and prepared
- Use a **Video Recording Checklist**
- Provide **Consent Forms** for students to use when interviewing or depicting human subjects.
- When possible, record in controlled environments
- Develop desired shot and audio lists
- Test battery life / storage space before recording
- Check on-site audio/visual levels and quality
- Check material soon after recording. Save & back-up your files!

4. Be flexible!

Resources

1. LUCID Students have access to video equipment: 2 cameras, lighting, microphones, tripods. Or you can checkout all the equipment from any UW-Madison Infolab: [Equipment Check Out](#)

2. [Basics of Video Shooting Tutorial](#)

3. From Lynda.com: [Understanding traditional steps in video productions](#)

4. DesignLab ([designlab.wisc.edu](#)) offers appointments regarding the content, aethetic and overall design of your project

5. SoftwareTraining for Students ([at.doit.wisc.edu](#)) offer appointments for software training