

CVN Production Checklist

Recording Tools:



Screen recording software

- For Mac: Quicktime
- For Windows: OBS and Camera application



Presentation Software

- Powerpoint
- Keynote
- Google Slides
- Coding Software



Microphone (Select one in your Recording Software)

- Built in
- External USB



Webcam (Select one in your Recording Software)

- Built in
- External (Logitech)



Lighting

- Natural Light (window preferred)
- External Light sources (ring light, desk light)

Pre-Recording Checklist:



Setting

- Have you found a background with minimal distraction?
- Make sure your doors and windows are closed



Wardrobe

- Make sure your appearance and attire are appropriate (avoid bright colors, plaid shirts, reflecting jewelry, messy hair).



Video

- Are you looking eye level to your camera?
- Is your composition centered?
- Are you in the middle of the frame?



Audio

- Have you turned off anything that will produce sound in your space? (example: air conditioning unit)
- Don't forget to set your cell phone on silent mode.



Lighting

- Make sure to be facing your light source
- Make sure you are evenly lit, not too bright or too dark



Recording Software

- Be sure you remember to start and stop your recordings.
- Feel free to practice.
- Check to make sure your audio is selected and that you are seeing audio levels.
- Be sure you know where your files are saving (Ex: Desktop, Documents)

While You're Recording:

Presentation



- Sit up, take a deep breath
- Speak loud, clear, and confidently
- Make sure to smile and look at the camera.
- Rehearse at least once to warm up
- Remember to speak slowly

Email production@cvn.columbia.edu with any questions about recording. Refer to our full guide here: cvncourseguide.com