

Recording Your Video for Scott's Retirement Celebration

Thank you for helping us celebrate Scott! You don't need any special equipment or video experience to make a great recording—a phone and a few minutes of setup are plenty.

Here are a few simple tips that will help your video look and sound its best.

Before You Record

1. Find a quiet space

Clear audio is the most important part of your recording. Choose a quiet room and minimize background noise from TVs, fans, appliances, traffic, pets, etc.

Put your phone fairly close to you—roughly **3–6 feet away** is a good starting point. The farther away your phone is, the more room noise it will pick up.

2. Find some good light

A window is usually the best light available in your home.

Try standing or sitting **facing a window** or at a slight angle to it. Avoid putting the window directly behind you, which can make your face appear dark.

If you have good window light, **turn off the overhead lights and lamps in the room**. Mixing daylight with indoor lighting can create strange colors and unflattering shadows.

No window available? Don't worry. Find a well-lit room and position yourself so the light is coming from **in front of you rather than directly overhead or behind you**.

Set Up Your Phone

Please record horizontally (sideways) unless you've been instructed otherwise.

Position the camera roughly **at eye level**. Avoid placing the phone low and pointing it upward.

If you have a tripod or phone stand, great! If not, you can prop your phone securely against books, a mug, a shelf, or anything else that keeps it stable.

Please **don't hold the phone in your hand** while recording if you can avoid it.

Frame yourself approximately **from the chest up**, leaving a little room above your head.

Choose Your Background

You don't need a perfect-looking room.

Find somewhere that feels comfortable, reasonably tidy, and isn't visually distracting. If possible, give yourself **a few feet of distance between you and the wall or objects behind you** rather than standing directly against a wall.

A bookshelf, living room, office, artwork, plants, or other elements of your home are completely fine. A little personality is welcome!

The most important thing is still making sure **you are well lit and clearly visible**.

What Should I Wear?

Wear something you feel comfortable and confident in.

A few things tend to work especially well on camera:

- Solid colors or simple patterns
- Clothing that contrasts with your background
- Avoiding extremely small stripes or intricate patterns
- Avoiding clothing with distracting logos or text

There's no need to dress formally unless you'd like to. We'd rather the recording **feel like you**.

When You're Ready to Record

Take a few seconds before you begin speaking and **look directly into the camera lens**, rather than at your own face on the screen.

When you're finished, pause for another **2–3 seconds before stopping the recording**.

Don't worry about making everything perfect in one take! If you stumble over something, pause, take a moment, and start the sentence again. We can edit around mistakes.

And most importantly: **don't worry about making this look professionally produced**. We're much more interested in hearing from you and capturing your memories and well-wishes for Scott.

If You Only Remember Five Things...

1. **Find somewhere quiet.**
2. **Face a window or another good light source.**
3. **Keep the phone horizontal, stable, and around eye level.**
4. **Frame yourself from roughly the chest up.**
5. **Look into the camera and speak naturally.**

Thank you for being part of Scott's celebration!