

Guidelines For Recording Interviews Over Zoom

Below is a step by step guide to directing a video recording of high quality remotely, over the Zoom platform.

Monitor over Zoom while they record with their phone.

Benefits:

- Higher quality video
 - Better audio quality
 - Easier media management
1. Instruct the talent to come to the recording session with two devices.
 - A phone with the zoom app downloaded.
 - A laptop or desktop with zoom capabilities.
 2. Have them call into the initial zoom meeting with the cell phone.
 3. Have them set the phone up in a flattering angle and even lighting.
(See the guide below)
 4. When the angle looks good have them leave the zoom call on the phone and rejoin on their computer. Make sure they do not move the phone while doing this.
 5. When they join, have them switch the phone to the camera app, then have them record the video to their phone.
 6. Have them record at least two takes.
 7. When complete have them upload the video to dropbox, then instruct them to send the link to the video to Dan.Schwartz@childrens.harvard.