

Our Recommendations for the Best 'Home Studio' Set Up

We are excited to be hosting you on our virtual platform. So in preparation of your filming, here are some tips to help you look and sound your best.

Tip 1: Location and Lighting

When choosing a location in your home or office, it's always best to look for a location that has the most flattering light. Your light source could be a window or light fixture. You'll want to choose a location that does not have a lot of echo and is not dimly lit.

We recommend you have a neutral background with a pop of colour (a plain wall with a lovely plant looks great).

We suggest not filming in your bedroom however, if this is your only option, be sure to have any personal items hidden away.

DOs

- ✓ You'll want to have a nice natural diffused light coming from in front of you. This is what we call the 'Key Light'.
- ✓ We recommend you have your largest light source either right in front of you or 45 degrees to the side of you. If you do not have a natural light source or would like a stellar looking set up, we recommend having a ring light. If you can't purchase a ring light, we suggest placing a lamp that has a white or daylight color bulb in front of you.

DON'Ts

- ✗ Never have a bright light source coming from behind you
- ✗ Don't have any light source directly over you, this will cause the light to cascade off your brow and will cause you to dark shadows around your eyes.

Tip 2: Sound

Headphones

We recommend using headphones or a headset during your interview. Either will provide you with the best audio quality. (Your computer audio may not be best if you have a large space that you are filming in.)

Microphone

A separate microphone will also enhance the quality of your filming. However, an earbuds microphone will suffice if you can't get a microphone.

Note: Once you have installed your inputs (microphone, headset, earbuds), you may need to go into Zoom to change your input settings. You can access this in the audio tab in settings.

Additionally when choosing the space to film in, it's best to make sure that noises such as a fan, air conditioner or anything that can be distracting, be turned off.

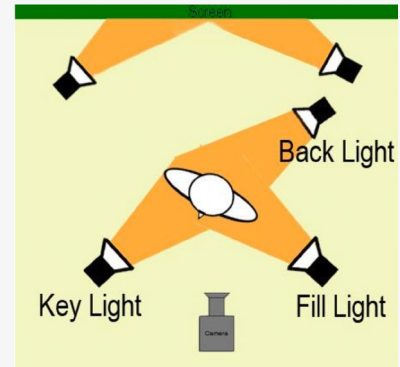
Tip 3: Green Screen/Backgrounds

If your company chooses to go with a digital image backdrop, we suggest using a green screen to enhance the quality of your image.

Use of a green screen will limit the chances of image aberrations.

Basic Green Screen Setup

- Set up your green screen behind your chair
- Install back lights so that they are illuminating your screen evenly.
- Set up your Key and Back Light.
- If additional lighting is needed, you may need a fill light to add more light.



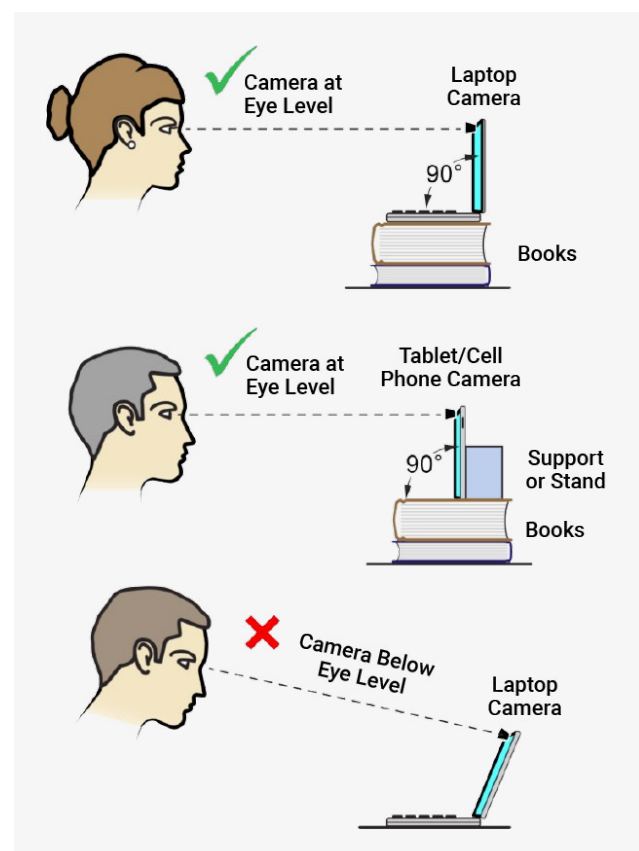
After setting up your green screen and lights, head into Zoom and enable in your video settings that you have a green screen

Note: If you or your company decide not to purchase a green screen but still wish to use a digital image background, it is recommended to place yourself in front of a clean bare wall.

Step & Repeats are also recommended if your company chooses to go with a physical background as well.

Tip 4: Camera Placement and Positioning

- When sitting in front of your webcam, you'll want to be sitting eye level. This will ensure that you are sitting up straight and looking into the lens when giving your responses. It will also limit the chances of any unflattering angles that you may not want your viewers to focus on.
- After placing your webcam at eye level, make sure that your body is in the centre of the frame and that you are an arm's length away from your computer.
- If sitting at desk or on a stand, be careful to not shake your desk or hit the stand, this may cause your camera to move too much and can be distracting to your viewers.
- Ensure that your camera lens is clean, a quick wipe with a microfibre cloth will help.



Tip 5: Connectivity

We advise that your PC be hardwired to your Internet instead of using Wi-Fi. If you are using a tablet and can only use Wi-Fi, be sure that no one else is using the Wi-Fi and that you are close to the router to have a stable signal.

Please ensure you have the most up to date version of the Zoom app installed. New features are constantly added to aid picture quality and our producers can run through settings with you ahead of the recording.

Tip 6: Look the Part

We recommended business attire or business casual. Wear whatever you would wear to film if you were in our studio. Even though you're not in your office or our studio, we are aiming for professional quality videos, as your videos will appear on Asset TV or on your company's website, where it will be alongside other content that was produced in a professional setting.

WE ARE EXCITED TO HOST YOU AND LOOK FORWARD TO SEEING YOU ON SET! IF YOU HAVE ANY QUESTIONS OR CONCERNS OR NEED HELP WITH YOUR SET UP, PLEASE LET US KNOW.