

On camera from your desk: pre-flight checklist

For remote interviews, podcasts and video calls from a laptop or desk.

PICTURE

- ☐ Camera at eye level, on a stand or a stack of books
- ☐ Head and shoulders in frame, with a little space above your head
- ☐ Light in front of you, not behind
- ☐ A plain, tidy background, with virtual backgrounds and blur switched off

SOUND

- ☐ Wired headphones or earbuds with a microphone, or a USB microphone
- ☐ A quiet room with soft furnishings, and the door closed
- ☐ Notifications off on your computer and your phone

CONNECTION

- ☐ A wired connection if you can, and nothing else downloading
- ☐ Other apps and browser tabs closed
- ☐ The link, dial-in and producer's number to hand

TEN MINUTES BEFORE

- ☐ A test recording, watched back
- ☐ Water within reach and out of shot
- ☐ Eyes on the lens when you are speaking to the audience