

## **Great Suggestions for Broadcast Preparation and Production**

**Lighting:** Simple inexpensive lighting option: clip lights from Walmart hardware department. Or buying a small LED lighting kit. They also make ring lights to mount phones or cameras with. (Not on call). Use back lighting but watch for hot spots.

**Audio:** If using a phone to tape do not use the phones built in microphone, get a microphone that is made to connect to your phone. They make several options out there, Lavalier mics are good for a single broadcaster.

**Timing:** have a clock or timer above camera to manage time. Suggested app: Seconds Pro app downloadable from app store.

**Set:** use a brick wall or nice photo in background, add plants or other decor to add depth.

**Camera set up and your position:** Watch your angle, line eye level straight on or a little bit down. Have room between yourself and camera for hand movements, so hands don't look too big. Don't stand too close to the wall/ background so you do not cast a shadow.

**Makeup:** do not wear too much makeup, but add powder to help with and shine. This includes men and women.

**Graphics:** Fonts should be legible, not too thin or small. Use a color that looks nice with set but has enough contrast to be seen.

**Editing software:** Adobe Premiere suggested, a FREE suggestion DaVinci Resolve by Blackmagic

**Broadcast Exact Length 28:30 for half hour broadcast**

**58:30 for hour long broadcast.**

**Promo exactly 60 sec.**

**File name** should start with your name followed by the Monday's date for that week, and \_ and the play number for that week. Example

Play one: RobertTilton11722\_1      Play two: RobertTilton11722\_2

Play three: RobertTilton11722\_3      Play four: RobertTilton11722\_4