**Guidelines for recording testimonials with a smart phone**

Sample questions for the testimonial – customize for the specific situation

1. What is your name and where are you from?
2. What were you doing before this activity?
3. How would you describe the activity/experience to someone who is not familiar with it?
4. What skills or abilities do you have now that you didn't have before?
5. What was the most memorable part of the activity?
6. What is the personal value and impact to you from the experience?
7. What/whom are you thankful to/for the activity?
8. What other key feelings and comments do you want to express?

Setup

1. Please always record in landscape (horizontal) orientation
2. Use a Full HD 1920x1080 recording format
3. Use a tripod if available
4. The closer the camera is to the speaker the better the sound will be.  If you have a lavalier microphone, this will give you even better sound quality
5. Find an area where background/ambient noise will be at a minimum.  Before recording, make sure sound is muted on all devices that could make additional noise (phones, tablets, PCs, etc).  Turn off the air conditioner!!
6. Make sure that there isn't anything in the background that distracts from the speaker such as an object that appears to grow out of their head
7. Shoot fairly close up – mid chest and up in the frame.   Have a small amount of space in the frame above the head of the speaker. Have the camera level with the speaker's eyes

Recording

1. Leave the camera rolling for the duration of the recording – all the unused content will be cut out later.  Leave one or two seconds of footage before and after recording the testimonial
2. Speak your thoughts to the camera rather than reading directly from the questions/answers.
3. However, if you do need to refer to the written questions/answers, put them beside the camera so it will appear you are still looking at the camera if you have to glance over to the script
4. If you do make a mistake or want to start over again,  start again with the full question/answer rather than in the middle of a response to a question