



Planning and Recording Video Content

Teaching Artist Resource Document

This document provides tips, resources, and instructions for planning out and recording asynchronous video content with COMPAS.

Setting Up Your Space

- Find your light! Make sure you're recording in a well-lit space with no distractions. Use diffused natural light if possible and try not to have your back to a window to avoid backlighting.
 - COMPAS has ring lights available for Teaching Artists
- Use every recording device available to you! Your computer or tablet can record your face while you use a phone to record and/or photograph artwork or materials.
 - COMPAS has iPads, microphones, tripods, and phone-holders available for Teaching Artists to help them record videos from home.
 - **Always record in landscape** (horizontal framing)
- Audio is incredibly important! A video is useless if the audio is bad quality. Most tablets and phones have serviceable audio, but desktop and laptop built-in microphones are often sub-par.
- Do a quick test video to make sure everything comes out the way you want it.

Shooting Your Video

- **Slate for the camera at the beginning of every shot.** Your "slate" is a verbal introduction that helps communicate to the video editor (either yourself or COMPAS) how this specific video clip will fit into your overall program. The slate will be removed from the final product, but it is extremely helpful for anyone working on your video in post-production.
 - For example: *"This is spoken word poetry for elementary schoolers. This is part four of the second video, take one."*
- Introduce yourself and the activity to viewers at the beginning of every new session. Especially in the first video, you may want to give participants more background about yourself and your art. Remember that some students may only be watching you once a week and might forget your name or the specifics of the project. The top of every video session should include:
 - Your name
 - The phrase "COMPAS Teaching Artist"
 - Name/summary of the activity
 - List of required materials
- At the end of each session, verbally recap the activity and let viewers know a) what to expect in the next session and b) what (if anything) they should be working on between now and the next session.
- Avoid mentioning specific details that would make videos harder to re-use. Unless absolutely necessary, try to create a video that is generic as possible so that it can be re-used with minimal reshoots. For example, try to avoid:
 - Names of schools or teachers
 - Mentions of grade levels
 - Mentions of potential in-person or live video sessions
 - Mentions of current events (e.g. "COVID")

Planning is Key

- Write out a solid lesson plan before you do anything. Remember that you won't be able to "wing it" to adapt to your students' needs.
- Meticulously think through all the resources and materials needed for BOTH the lesson itself and the video recording of the lesson.
- You may need to write a video "script" separate from your lesson plan to make sure you cover everything in the video itself.
- How will you record your audio and video? With a phone? A tablet? A mic? Will you need to mount the camera with a tripod? Will you need multiple cameras?
- Try to keep activities self-contained and no longer than 30 minutes. Remember that attention spans are shorter than ever; especially when watching videos!

Recording Tips and Tricks

- Segment your recording sessions! You don't have to record your entire 30-minute session in a single take. Often, it can be helpful to break up your lesson plan (and your video recordings) into smaller sections. This will also help later with uploading!
- Two cameras = two angles! Recording the same lesson from two different camera angles can be extremely helpful for showing your work. Focus one camera on your face and one on your workstation, then set them both to record. We can line up the footage in post-production!
- You don't need to record in chronological order! You can document the entire artmaking process first, and then come back later to record the voiceover/instructional video portion.
- Document Everything. Photograph and record as much of your work and process as possible. You can always delete unnecessary footage, but it's much harder to get footage you don't have.

Uploading and Finalizing Your Video

COMPAS will send you a link to our Dropbox, where you can upload raw footage, pictures, notes, and other documents. COMPAS staff will then download these documents and edit the video together in post-production. The editing process may require additional filming or clarification on your part. Finished videos are uploaded to the COMPAS Vimeo page and protected with a password or hidden from the general public.

Helpful Links

- [COMPAS Home Studio Page](#): One-off video activities from COMPAS Teaching Artists
- [Sample Virtual Residency Page](#): An example of what your virtual residency might look like once it's recorded and uploaded for a school or site
- [COMPAS In-Office Studio](#): A recording space with high-quality lighting and recording equipment, available for COMPAS Teaching Artists
- [Filming At Home Video Tutorial](#)

Questions? Email Arts Program and Marketing Coordinator Zach Goldberg at zach@compas.org