

Hints for On-Camera Talent

Here are a few suggestions to help you maximise the quality of the video recording:

1. Clothing

If you're going to be appearing on camera, it's important to you (and to your producers) that you look your best. Here are a few tips on the proper use of clothing when you're in front of the lens.

- Pastels are the best colours to wear. Other good clothing colours include beige, gray, green, blue and brown.
- Avoid white, red and orange clothing.
- Avoid combinations of contrasting colours such as black pants and a white shirt or dark blue skirt and white top.
- Black, or dark browns and blues are fine alone or combined with pastel colours.
- Solid colours are best. Avoid fine checks, stripes, herringbone, and similar patterns.
- Avoid very glossy, sequined or metallic clothing. Also avoid clinging attire, or low-cut neck-lines.
- Avoid wearing shiny jewellery that will reflect of the production lights or jangle into your microphone.
- It is recommended that you bring along a minimum of two different coloured tops. One light and one dark coloured top. Depending on the colour of the background or set you may be asked to wear either the lighter or darker coloured top. (I.e. if the background is dark blue, you will be asked to wear the lighter coloured top, and vice versa.)

2. Green screen recording

Your producer will advise you in advance if you are being recorded in front of a green-screen.

- DO NOT wear any shades of green colours otherwise your clothes will become replaced with the background video during editing.
- DO NOT wear very fine details as they can get lost when the final key is pulled.
- Minimize frizzy or fine strands of hair.
- Avoid wearing loose clothing.
- Ladies, three-quarter and short sleeve and sleeveless tops (not tank-tops) look best.
- Gentlemen, a nice slim-cut t-shirt or shirt works well for most productions.

3. Makeup

For men:

- We may apply a little powder when you arrive for the recording.
- If there will be any close-ups of your hands, give yourself a manicure.

For women:

- Use make-up sparingly, unless your director tells you otherwise.
- You can wear a foundation if you like, but more importantly, use powder.
- Use powder that closely matches your skin colouring.
- Keep your other make-up simple. Avoid make-up that contains glitter, or is "frosted."
- Eyeliner and mascara are acceptable, if used lightly.

- Eye shadow should be avoided - especially dark colours or vibrant blues.
- Be extremely cautious in the use of rouge because it will stand out on video if used in normal shading.
- Lipstick should be of a lighter colouring. Stay away from deep reds and extremely glossy types.
- If there will be any close-ups of your hands, give yourself a manicure.

4. Lapel (or clip) microphone

- During a recording you may be asked to wear a lapel microphone. The lapel microphone is a small microphone with a clip that attaches to the lapel, hence the name.
- You may also be asked to clip on a small box (known as a 'transmitter'). This transmitter sends out the signal from the microphone to a receiver (usually positioned somewhere else in the room). The audio engineer will control the sound levels from the receiver.
- The advantage of wearing a lapel microphone is that it gives you, the speaker, freedom of movement. And also it gives the audio engineer quality sound for use in the video production.

5. Lapel (or clip) microphone placement

- Wear a top with a collar, or a v-neck, or a shirt and tie. This will ensure that we can clip the microphone on at chest-level.
- If wearing a two-piece outfit you can clip the transmitter on at the waistline, or if wearing an outfit with pockets, you may drop the transmitter in your pocket. The last resort is holding the transmitter in your hands during your presentation/ performance.

6. Microphone etiquette

- Speak into the microphone using your natural voice. The audio person will adjust the sound level from the receiver.
- Wear an outfit that has pockets or a belt to attach the transmitter.
- Wear an outfit with a collar, or an outfit which is suitable to clip on a lapel microphone.
- Avoid tapping the top of the microphone at any time to see if it is working. This can damage the microphone. The most professional way to check if a microphone is working (or 'live') is to speak through it.
- Be conscious of cupping the microphone in your hands by mistake.
- Avoid rattling your notes, tapping or fidgeting with your outfit or wearing jewellery that rattles. Such sounds will be picked up by the microphone and cannot be removed during post-production and consequently will take away from your presentation/ performance.
- Everyone gets stomach growls, now and then. Such sounds will be picked up by the microphone and cannot be removed during post-production and consequently will take away from your presentation/ performance. While sometimes unavoidable, to stop your stomach from growling, make sure there is always a little bit of food in it.

7. On-camera etiquette

- In a video interview situation you will be answering questions asked by an interviewer seated right next to the camera. When we are recording don't look into the camera, and don't try to give your answer or statement to any other person in the room. Just focus on the questioner as if they were the only person in the room. (You may see people being interviewed on news programs from a remote questioner, in which case they speak directly to the camera. We are not doing this, so just interact with the interviewer as if you're conversing with them only.)
- Keep your eyes on the interviewer until "Cut" is called by the director.

- While the interviewer or another person is speaking, avoid giving vocal cues or comments such as “Uh huh,” or “I don’t agree,” or “I see.” Instead, nod or smile.
- If you are being interviewed in relation to another person, refer to him/her by name. For example, instead of saying “He was my post-graduate supervisor...” say “John was my post-graduate supervisor...”.
- Where possible include the interviewer’s question at the start of your answer. For example, to answer the question “Why did you choose teaching as a profession?” instead of saying “My mother was a teacher...” say “I chose teaching as a profession because of my mother, who was a teacher...”.
- Try to avoid doing any nervous, repetitive action such as moving a thumb in circles or scratching. Viewers are drawn to and distracted by repetitive actions.
- Always assume you are on camera. By doing this, you will avoid being caught yawning, scratching, making faces, etc. If appropriate, try to smile often.
- Sit up straight or lean forward a bit. Appear to be engaged in the conversation and try to avoid reclining deeply in your seat. If possible, cross your feet at the ankles or plant your feet squarely on the ground.
- Relax and move naturally. The more relaxed and natural you are, the better you will appear. Being too formal may put too much emotional distance between you and the audience. So, just be yourself and don’t rush through your topic.
- Don’t over prepare or memorize unless you are a vigorous and frequent speech giver. Otherwise, let us help you get the information across with our questions. We can record several take of your answer.
- Please, don’t keep notes in your hand. You will instinctively look to them for help and we want you to focus on what’s in your head, not what’s on the paper.
- Most of all, the key is to relax and enjoy the process. The reason we are interviewing you is because you are extremely knowledgeable, passionate, and articulate about a subject. Let that knowledge and passion come out naturally, and your personality will shine on camera!

PowerPoint Slides

If using PowerPoint slides during your presentation, please provide us with a copy, immediately after your presentation/performance.