

VIDEO CHEATSHEET

BY KEN COURSE FROM NOW PRESENTING YOU

REVIEW AND CONFIRM EACH OF THESE AREAS:

- ▲ MAKE SURE THE CAMERA IS IN THE RIGHT POSITION (EYE LEVEL OR ABOVE)
- ▲ POSITION ONE LIGHT IN FRONT OF YOU, ONE LIGHT ABOVE YOU, AND ONE LIGHT FOCUSED ON YOUR SCREEN OR BACKGROUND.
- ▲ WHEN USING A GREEN SCREEN, DON'T WEAR GREEN AND SMOOTH WRINKLES IN THE FABRIC.
- ▲ WHEN USING A VIRTUAL BACKGROUND, MINIMIZE YOUR MOVEMENTS AND LIGHT YOURSELF WELL.
- ▲ BACKGROUND QUALITY MATTERS IF YOU'RE NOT USING A GREEN SCREEN/BACKGROUND.
- ▲ ALWAYS TEST YOUR CAMERA AND MICROPHONE BEFORE GOING LIVE.
- ▲ ALWAYS TEST YOUR HEADPHONES/SPEAKERS BEFORE GOING LIVE.
- ▲ SIT UP STRAIGHT AND DON'T SLOUCH
- ▲ HIT RECORD BEFORE YOU GO LIVE OR START YOUR PRESENTATION!
- ▲ BE PREPARED! HAVE ALL SLIDES AND MATERIALS READY AND TESTED BEFORE IT'S TIME TO BEGIN.

