



Video Recording Toolkit

1. **Plan what you want to say.** Keep it short and sweet — under a minute is plenty!
 - a. Say your first and last name. You can also include other details about yourself, such as your job, if you like.
 - b. “I’m supporting Green Team East Orange because...” *You may want to take a look at ALL of Candidate’s [biographies](#) or [key issues](#) to plan your statement.*
 - c. End by restating your support for Green Team.

1. **Set up your camera.** Once you know what you want to say, set up your camera.

- a. Find a good source of light. Standing in front of a window is a good option.
- b. Record with the phone turned sideways (horizontal), like the picture on the left:



- c. Set your phone up on something steady. You can use a tripod, or prop it up against something like a stack of books.

d. Check how you're framed in the camera. You should be in the center, without too much empty space above your head, and we should be able to see your whole face. If you can, place the camera at eye level — not above you or below you.

1. **When you're ready, record!**

We will trim the beginning and end of the video if needed, so don't worry about taking a moment to press record and then situating yourself. And don't worry about minor verbal stumbles — just keep going! If you want to start over, stop the recording and start again so you can be sure to send us the file you want to use.

1. **Send us your video.**

Review your video. If you're happy with it, upload it to this form:

<https://tinyurl.com/GreenTeamSupportVideo>. If you have any trouble, please reach out to Greenteameastorange@gmail.com.

1. **Thank you for supporting Green Team!**