

## 1. PLAN YOUR VIDEO

- Create an outline/script with the recommended recording time in mind (30 seconds and no more than 60 seconds)
- Scout locations - avoid noise/traffic

## 2. GATHER EQUIPMENT

- Tripod w/ phone mount if available
- If no tripod, gather equipment to help phone stand in place or have someone available to record you

## 3. PREPARE YOUR PHONE

- Charge battery
- Clear storage space
- Clean camera lens
- Set to Do Not Disturb

## 4. FILMING

- Turn phone horizontally
- Check the background for distractions
- Smooth & steady movements
- Record more than one take
- Turn actors toward camera

## 5. SEND YOUR FILE

- Visit [www.hennepinhealthcare.org/hospiceSOR](http://www.hennepinhealthcare.org/hospiceSOR)
- Upload clip & other materials to the site

## 6. QUESTIONS?

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