



## **How to prepare your self and your space to look super professional for an online broadcast, meeting or performance: A POPArt Guide**

These simple quick checks and tricks will make a huge difference to making your at home broadcast look professional.

- Make sure you are well lit. It's best to position your lighting source (even if this is natural light during the day) behind the camera. Try to make sure that the lighting is even
- In general, position yourself as the focal point in the middle of the camera (but obviously don't be afraid to move if you're doing a performance).
- Rehearse with your web camera. Make sure you know where the edges of your frame are and that you are always in shot.
- During performances or meetings, look into the camera. Do not look at yourself. Once you know where the edges of your frames are and then try turning off self view.
- Use a book or a box to elevate your device /camera to bring it closer to your eye level.
- Clear the frame : Make sure that whatever is in your frame is neat and not distracting. Your space can have personality, but this shouldn't distract viewers.
- Check your mic before you start. Most programs have a space where you can check your levels.
- Try standing up for performances and presentations. Sometimes we lose energy when we sit down, so try standing up (just make sure your camera is close to eye level, you are in shot and we can hear you)