

Preparation

- Reflection: What do I want to tell whom, how and why?
- Stage directions are given before, not during recording. The protagonists are informed about how much time they have to talk in maximum.
- The protagonists speak loudly and clearly.
- Clothes, hair and appearance are okay.
- If you want to avoid cutting: The protagonists are standing in a row next to each other. You can then move from one to one slowly while recording.

Recording

- When using the camera of a smartphone: choose landscape format.
- Choose an interesting background (the class room, the school building, the school yard, garden ...).
- Care for the sound: Choose a silent situation (no traffic noise, no construction
- works ...).
- Control the image sharpness and pay attention to white balance.
- Light: The protagonists should be clearly visible and not disappear in shadows or the like. Don't film against the light (in front of windows, against the sun, ...)!
- Try to reduce shaking the camera. Hold it with both hands close to your body or use a tripod.
- Film the protagonists at eye level (not from above or from below). The head might be truncated on top, but not at the chin.
- Try to avoid shaky zooming or fast moves of the camera.

Cutting

- The sound should be continuously at the same volume level.
- If you use music, please use licence free music.
- The length should be at maximum 2-3 minutes.
- If you like, fade in credits and name everyone who was involved in the recording process.
- Show the film to others, let them comment it, be open to critical remarks and changing, if necessary.



