VANGUARD UNIVERSITY

ONE BUTTON STUDIO RECORDING SESSION CHECKLIST

The following checklist will help you prepare for your recording session at the One Button Studio.

✔ DO YOUR HOMEWORK

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- **Create an outline for each video you will record.** Think about the beginning, middle, and end of each video.

  - What are the key points?
  - What is the main message of your video?
  - Who is the audience?
  - What is the description of your video?
  - How many videos are you creating?
  - How long should they be?
  - How many hours will it take to produce the necessary content?

✔ BOOK AN ADVANCE APPOINTMENT TO USE THE ONE BUTTON STUDIO ON ACUITY

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- Contact Shannon Jonsson for the Acuity appointment link.

✔ BRING 2 USB FLASH DRIVES

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- One USB flash drive will contain your presentation and the other USB flash drive needs to be empty to store your recorded videos. To give you an idea of the size of flash drive you will need, 1 GB can hold about 20 minutes of recording. You may need to record several times and so, make sure that you have enough storage space.

✔ TURN OFF YOUR CELL PHONE

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- You may be interrupted with a call or a notification during your recording session. You don't want to be on a roll and need to stop and restart again.

✔ BRING A LAPTOP

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- After the recording you will be plugging the USB flash drive in your laptop to make sure that you are satisfied with your video.

✔ RESET THE ROOM

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- Remember to reset the room after your recording session returning the room to its original setup.