Film shooting instructions

Selecting the right filming location is crucial for achieving professional-quality video production. This guide outlines key requirements, including space, lighting, noise control, and background considerations, ensuring an optimal setup for both presenters and technical crews. Adhering to these guidelines minimizes disruptions, enhances visual consistency, and ensures high-quality audio and video recordings. Proper planning will save time, prevent delays, and contribute to a seamless filming experience.

Location requirements for filming

When selecting a filming location, several factors must be considered to ensure optimal recording conditions.

1. **Space requirements**
   - The room must be spacious enough to allow for proper positioning of the presenter, camera, and crew. The presenter should not be seated too close to the background, and the camera should be placed at an appropriate distance to achieve a professional composition.
   - Additionally, there must be enough space behind the camera for the crew and lighting equipment. The minimum recommended area is approximately **4x4 to 5 meters**, but a larger space is always preferable.
2. **Noise control**
   - The chosen location must be **free from external noise**, not only inside the room but also in the surrounding areas such as hallways. Frequent interruptions due to noise will disrupt the presenter's flow and cause delays in the schedule.
   - If the recording needs to be paused repeatedly due to background noise, it will prolong the overall recording time and impact efficiency.
3. **Lighting conditions**
   - The room should be **darkenable** or positioned away from large windows to prevent natural light fluctuations from affecting the recording.
   - If the room has excessive windows or skylights at unreachable heights that cannot be covered, it will **not** be suitable for filming.
4. **Background considerations**
   - The room should not be **empty or dull**. The visual composition is highly dependent on the background, and an unappealing, blank space will look unprofessional on camera.
   - Additionally, empty rooms tend to be highly **echo-prone**, negatively affecting audio quality.

5. **Security and equipment storage**
   ○ Since the filming will take place over **two days**, it would be ideal if the recording equipment could be left securely on-site overnight.
   ○ If the equipment must be packed away at the end of the first day, this will add approximately **one extra hour of work** at the end of the day and **two hours** of setup time the following morning.

6. **Recommended location type**
   ○ A **library** would be an ideal location due to its spaciousness and thematically relevant background.
   ○ If the presenter is seated at a suitable distance from bookshelves, a softly blurred background can be achieved, enhancing viewer focus on the speaker.
   ○ Using a consistent setting across different countries will also contribute to a uniform visual identity for the recordings.

7. **Submission of location options**
   ○ Please provide **photos and videos** of potential locations captured from multiple angles using a **horizontally aligned camera**.
   ○ The submitted media should clearly convey the spatial arrangement and overall suitability of the location.

Audio recording instructions

1. **Voice-Over synchronization**
   ○ Edited video files with **timecodes** will be provided for reference to ensure that the recorded voice-over aligns accurately with the original speech.
   ○ The narration should be recorded in a **professional studio** with a voice-over artist experienced in this type of work (e.g., an actor).
   ○ Male speakers should be voiced by male narrators, and female speakers should be voiced by female narrators.
   ○ Only **flawless, clean recordings** should be submitted.

2. **Final audio file submission**
   ○ Each completed voice-over should be provided as **one audio file per video**, with an exact match in length to the original footage to ensure synchronization.

3. **Technical specifications for exported audio files**
   ○ Format: **.wav**
   ○ Sample Rate: **48KHz**
   ○ Bit Depth: **16-bit**
   ○ Maximum Audio Level: **-6dB**
   ○ Channel: **Mono**