

ON-CAMERA Checklist

-  24 hours before: No dairy, make sure to hydrate, skip sugar and alcohol, and moisturize.
-  Is your wardrobe tailored? Clean? Ironed?
-  Make sure your Wi-Fi connection is solid.
-  Check your background. Is it distracting?
-  Make sure your mic is on and set up properly.
-  Make sure nothing in your appearance is too distracting. You want people to focus on your message and remember it.
-  Ensure hair is not blocking your eyes and your audience's ability to connect with you.
-  Place a sign on your door to let people know you're recording or going live.
-  Decide on your wardrobe ahead of time.
-  Limit caffeine the day of the interview - it dries out your vocal cords. (Not necessary to avoid it completely.)
-  Shut off your phone and computer notifications (enable "Do Not Disturb").
-  Set your camera at eye level. Make sure windows are in front of you and not behind you.
-  Check the lighting. Is there a glare on your glasses blocking your eyes? Any shadows on your face?
-  Check your chair. If it swivels or rolls, switch it out for a stationary one.
-  Take a look at your face. Do you look healthy and hydrated (trustworthy)? Or sweaty and shiny (nervous and not confident)?
-  If you wear glasses, make sure your frames don't block your eyes and we can't see the lights in your lenses.
-  Smile! 😊 You've got this!

JPG

JANICE K
PERFORMANCE
GROUP