

Phone Recording Setup Guide

Run this checklist before every recording session

Use this checklist after to prepare for the pre-interview call with your learner to help establish the framework for recording.

Before You press Record:

	Check	Why it Matters
<input type="checkbox"/>	Phone charged above 50%	A low battery warning interrupts recording mid-sentence.
<input type="checkbox"/>	Do Not Disturb mode on	Calls and notifications appear in the audio and interrupt the clip.
<input type="checkbox"/>	At least 1GB storage free	A 90-second HD video is roughly 200-400MB.
<input type="checkbox"/>	Orientation confirmed (landscape or portrait)	Decide based on where the video will be shared. You cannot change this after recording.
<input type="checkbox"/>	Camera lens wiped clean	A smudged lens is the most overlooked cause of hazy footage.
<input type="checkbox"/>	Subject faces the light source	Move the learner so a window or lamp is in front of them, not behind.
<input type="checkbox"/>	Phone is stable and propped	Use books, a mug, or a folded jacket. Never hold unsupported.
<input type="checkbox"/>	Subject within arm's reach of the phone	Any farther and the built-in mic picks up more room than voice.
<input type="checkbox"/>	Earbuds with mic plugged in (if available)	The earbud mic is significantly closer to the learner's voice.
<input type="checkbox"/>	Background noise minimized	Close windows, turn off fans, move away from kitchens. Do a 5-second sound check.
<input type="checkbox"/>	Test recording done and reviewed	Record 10 seconds, watch it back, fix anything before the learner arrives.



Phone Recording Setup Guide

Run this checklist before every recording session

Framing Quick Reference:

Avoid	Aim For
Subject's head cut off at top of frame	Eyes in the top third of the frame with a small buffer above
Too much empty space above the subject's head	Head and shoulders filling most of the frame
Bright window or light source behind the subject	Light source in front of the subject — facing toward camera
Camera below the subject's eye level, angled up	Camera at eye level — same height as the subject's face
Cluttered, distracting, or branded background	Plain wall, bookshelf, or simple natural setting behind subject
Subject's head cut off at top of frame	Eyes in the top third of the frame with a small buffer above
Too much empty space above the subject's head	Head and shoulders filling most of the frame

