



MODULE 3 PRACTICE SHEET

Setup & Smart Preparation

This sheet helps you create a clean, professional setup using what you already have.

You don't need a studio. You need a few smart choices.

1 - Your recording device (keep it simple)

Tick what you're using **right now**:

- ☐ Smartphone
- ☐ Webcam
- ☐ DSLR / mirrorless camera

Reminder:

Modern smartphones are more than enough for professional-looking videos.

2 - Camera setup checklist

Before recording, quickly check:

- ☐ Camera is at **eye level**
- ☐ You are **not too close** to the camera
- ☐ There is **space behind you** (not against a wall)
- ☐ Grid lines or level guide are on (if available)
- ☐ Camera is stable (tripod, stand, or solid surface)

Small adjustments = big visual improvement.

3 - Framing basics (what viewers see)

Use this as a reference:

- ☐ Head and shoulders visible
- ☐ Eyes roughly in the top third of the frame
- ☐ No distracting objects behind you

- ☐ Horizontal for YouTube / landscape
 - ☐ Vertical only for Shorts, Reels, or TikTok
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4 - Audio setup (more important than video)

Ask yourself:

- ☐ Am I close enough to the microphone?
- ☐ Is the room quiet right now?
- ☐ Are windows closed and fans turned off?

Microphone options (from simplest to better):

- ☐ Phone's built-in mic (arm's length distance)
- ☐ Wired clip-on mic
- ☐ Wireless mic

Viewers forgive imperfect visuals — not unclear sound.

5 - Improve sound without new gear (optional)

If audio isn't perfect, you can clean it up later using:

- ☐ Canva – Enhance Voice
- ☐ Adobe Enhanced Speech
- ☐ CapCut audio tools
- ☐ Audacity (free)

You only need **one** of these.

6 - Lighting quick check

Before recording, stand where you plan to film and check:

- ☐ Face is well lit
- ☐ No strong light behind you
- ☐ No harsh shadows on face

Easy lighting options:

- ☐ Face a window
- ☐ Use a ring light or LED light
- ☐ Place light slightly above eye level

Good lighting saves time in editing.

7 - Simple lighting setups (choose one)

- ☐ **One light** – in front of you
- ☐ **Two lights** – key light + soft background light
- ☐ **Natural light + LED** – balanced and easy

You don't need all three.

8 - Your background (real or digital)

Choose what feels right:

- ☐ Real space (room, office, corner)
- ☐ Simple background with 2–3 colors
- ☐ Digital background (Canva / AI)

If using AI backgrounds:

- ☐ Keep them subtle
- ☐ Adjust blur and brightness
- ☐ If it looks fake, choose another one

Natural always beats “impressive but distracting.”

9 - Your recording space checklist

Before pressing record:

- ☐ Background is tidy
 - ☐ No movement behind you
 - ☐ Phone on airplane mode
 - ☐ Notifications turned off
 - ☐ Water nearby
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10 - Confidence prep (this matters)

Read this before recording:

- I don't need to be perfect
- I can pause and restart
- Mistakes can be edited out
- Viewers care about clarity, not polish

Take one deep breath before pressing record.

Mini challenge (optional)

Set up your recording space **once**.

Record a **10–20 second test clip** just to check:

- sound
- lighting
- framing

You don't need to publish it.

When to move on

Once your setup feels comfortable, you're ready for
Module 4: Recording with Confidence