

## Before you start filming you will need:

- A smartphone
- A quiet space (even quiet background noise can be picked up by microphones)
- A room with good lighting (top tip: make sure your face is clearly visible)
- Someone to indicate the times to you so you can make sure you don't run over – we recommend they signal to you at 1:30, 2:00 and 3:00
- A tripod, pile of books, or some way to ensure that the phone doesn't move too much during filming

## It would also be helpful but not essential to have:

- A clear background – a plain wall works well
- Capacity to film in 4K

## Make sure you have checked the speech filming requirements:

- All speeches to be filmed on a smartphone
- All speeches to be filmed landscape
- Shot to include at least the head and torso of the speaker
- All speeches to be filmed in one continuous shot
- Phone to be held in a static position throughout (no zooming in or moving around)
- The timing rules will apply so please be aware that there is a penalty if your speech exceeds the three-minute limit
- No special effects or edits

## How to film your speech:

1. Set up your phone so that it won't move during filming e.g. using a pile of books
2. Test your audio – can all of your words be heard clearly?
3. Film a short test – can your torso and face be seen?
4. When you are ready to start filming, press record and get in to position
5. Count to 3 in your head before you start speaking
6. Film your speech in one continuous shot
7. Count to 3 in your head after you have finished speaking
8. Stop recording