



1. **Determine what you say and who will participate in the video or audio recording.**
 - ❖ Sometimes writing out your thoughts will help you ease through speaking about such a hard subject.
 - ❖ Timing. Keep the videos to around 3-5 minutes long. Rehearse your script before filming to make sure your video is within the suggested time limit.
2. **Be aware of backgrounds.**
 - For Video Recordings**
 - ❖ Find a clean background such as, a wall with nothing on it.
 - ❖ Good lighting is critical. Don't have too much sunlight coming from behind you to help avoid unnecessary shadows and grainy areas in your video. Be careful not to point the camera directly at bright light sources, which will cause unusable, overexposed footage.
 - ❖ Landscape. Be sure to film in landscape vs. portrait mode so that viewers can easily see the exercise.
 - ❖ If you use a smartphone for filming, in Settings, check that your camera is in the highest definition possible. Put phone on airplane or do not disturb mode so you don't have any unexpected interruptions.
 - For Both Audio and Video Recordings**
 - ❖ Audio matters. Avoid any background noise when you record to keep the sound quality as clear as possible. Be sure to test the sound of your recording device before submitting.
 - ❖ If you live with other people that aren't participating, let them know when and where you are filming.
 - ❖ Relax. Before you begin, take a few deep breaths to calm any nerves.
 - ❖ Make sure your equipment is either completely charged or plugged in.
3. **If you use a PC or Mac computer for filming:**
 - ❖ Use the search box to find the camera or audio recording application.
 - ❖ If this is the first time using this program, you may need to give the app some permissions.
 - ❖ Click on the appropriate icon (video or recording). Then click the start icon to start recording.
 - ❖ Save your recording, if it does not automatically save.
4. **Review**
 - ❖ Review the recording at least one time to make sure that you are happy with the results and that the image and/or sound is clear.
 - ❖ Re-record as many times as you'd like before sending it in.
5. **Submit the Recording**
 - ❖ Return to the volunteer opportunity on the Volunteer Hub called [Voices of ALICE](#).
 - ❖ Click on 'Start Now'.
 - ❖ Once you are on the Voices of ALICE form page, click 'Start'.
 - ❖ Answer all questions as appropriate.
 - ❖ Upload your recording by clicking on 'Upload File'.
 - ❖ Accept terms.
 - ❖ Click Submit.