

## Film/TV Series Self-Taping Instructions:

### Setting up:

1. Nothing in the background, blank wall (solid backdrop/solid bed sheet) with nothing on it to distract.
2. Make sure the room is well lit, without shadows.
3. It would be ideal if someone held the phone and videoed you; make sure the phone is being held as shown below, or invest in a tripod to hold the camera.
4. Self Tapes are to be shot horizontally and **tight frame** (top of head to mid-chest).
5. Actors, do not look at the camera, look a little left or a little right, and adjust your focal point if the scene is multiple people speaking. Keep your eyes on a focal point so you are not looking back and forth to the camera (No shifty eyes).

Using a smart-phone in horizontal mode; frame yourself tight (from top of head to mid chest).



You **MUST** have the on & off button on your left and the camera is on your right. If you don't have the phone in this position, the video will be upside down when you send the video to the Agency.

### Videoring:

Looking at the camera eye, on the right side of the phone (do not look at yourself).

Slate:

1. First and Last Name (make sure you are saying your name CLEARLY)
2. Images Agency St. Louis Missouri
3. Pause just a second
4. Perform your recording

Very important – you need to know where your focal point is while videoing.