Setting Up the Green Room for Recording

Prep Work

1. Things that you will need prior to recording:
   a. **Camera** - can be checked out from the library.
   b. **Tripod** - can be checked out from the library.
   c. **SD card** - can be checked out from the library if none are available.
   d. **Typed script**.
   e. **Laptop** with either teleprompter software installed or internet capability. (If using a Mac, must have DisplayPort to VGA Display Adapter as well).

2. Check out the green room key from the library.

3. Load the SD card into the slot in the camera. (If more space is needed on the SD card, format it through the menu.)

Set Up

Teleprompter

1. Turn on the teleprompter monitor by pressing the power button.
2. Connect laptop to monitor with VGA cable. (If using a Mac, connect the DisplayPort to VGA Display Adapter.)
3. Start teleprompter software. If you don’t have any teleprompter software, there are free ones on the internet that you can use. There is one available at the link below.
   [http://www.freeteleprompter.org](http://www.freeteleprompter.org)

4. Some of the settings that you will want to check and adjust accordingly.
   a. **Mirror** is turned on.

   ![Mirror On]

   b. **Resolution**.

   ![Resolution 800 x 600]

   c. **Font size**.

   ![Font size 45px]

5. Copy and paste your script into the box. (If you want some space before your script, to give a lead in, you can type </b> a few times prior to your script.)
6. Once you click **Start Teleprompter**, it will begin scrolling through your script. If it is scrolling too fast or too slow, you can adjust the speed accordingly.

**Note:** Make sure to have the talent **read through** the script on the teleprompter prior to recording. This will help familiarize them with the script, check for errors, and test the speed at which they will need the teleprompter to scroll.

**Camera**

1. Set up the camera **tripod** behind the teleprompter.
2. Screw the tripod plate onto the bottom of the camera and place **camera** on tripod.
3. Place the lens of the camera into the fabric behind the teleprompter and make sure that it is secured.
4. Adjust the camera so that the fabric is not showing.

**Begin Filming**

1. Once talent has arrived, have them sit in the chair in front of the green screen.
2. Make sure that lamps are turned on and turn off the overhead light. You will want to adjust the lights so that as few shadows appear on both the talent and the green screen as possible. **Tip:** *If you can have the lights higher and pointing down, this will also help reduce the shadows.*
3. Keep the “Rule of Thirds” in mind when adjusting the camera to the talent.
4. Have the talent do a read-through of the script.
5. Do a test recording and review it for any necessary changes. (Does the audio sound ok? Look for shadows with the lighting, etc.)
6. Once you’re confident that everything is good, you’re ready to film!

**Note:** If you have any questions about specific cameras, you can refer back to the camera’s manual or ask for assistance from the circulation desk.