

Guidelines for recording a video message:

Step 1 – Use a smartphone, tablet or laptop

- Get someone to help or find a way to prop up the device

Step 2 – Choose the right location

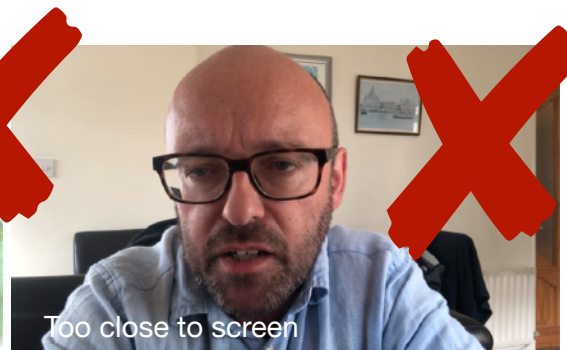
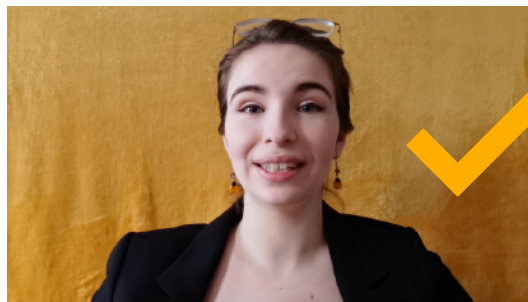
- Choose an area that is well-lit (natural light or good lighting)
- Simple/bright background (light colour/no clutter)
- Choose a quiet place. Avoid background noise

Step 3 – Framing

- Set to landscape orientation
- Position your device around eye level
- Frame yourself in the middle of the screen
- Position yourself so that you appear on screen from shoulders up, or waist up
- Stay close to the device so we can hear you - and project your voice if you're a quiet speaker

Step 4 – Record your message

- Tone should be down to earth, real, authentic
- Keep it short and simple
- Be clear and to the point
- Repeat the question in your answer



[Watch video instructions on YouTube by clicking here.](#)