

FILM DAY PREPARATION GUIDE

Filming day is nearly here and you might be wondering what to expect as faculty at Practicing Excellence. We've put together a step-by-step guide to help you to prepare for your big debut. In this guide you learn about:

- The pre-filming meeting
- Preparing for the day for filming
- What the filming experience will be like

Keep this resource close so you feel well-informed about the filming process. For answers to your questions, reach out to our team anytime. We're here to help you every step of the way. As they say, break a leg!

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PRE-FILMING MEETING

Script sample. Before your filming day, you will meet with our Video Production Director, Jason Kimbrell. He will help you to understand how you should practice your script and the importance of tone and pace. You will receive a couple sample paragraphs of a script to run through with him while on a Zoom call together. This exercise helps to gauge your performance so he can direct you and work together to polish your skills in front of the camera. You will read the script sample out loud to Jason as an informal "screen test." Be sure to concentrate on pace, energy, and non-verbal actions, such as hand motions.

Wardrobe. The second portion of your meeting with Jason is selecting your on-screen attire. It's important to stay away from bold patterns, shiny material, and clothes that are considered "floppy" or loose-fitting. Plan to wear something with a collar, because the crew will attach a microphone to your clothes for your entire filming and a collar helps prevent it from falling off or becoming too distracting. We want the viewer to focus on you and what you are saying.

EXAMPLES OF APPROVED CLOTHING

- ✓ Buttoned-down shirt
- ✓ Single color polo shirt
- ✓ Sturdy jacket, like a blazer
- ✓ Neutral colors
- ✓ Simple patterns

EXAMPLES OF UNAPPROVED CLOTHING

- ✗ Anything the color green
- ✗ Silk-style shirts
- ✗ Loose-fitting shirts
- ✗ Low-cut tops or V-necks
- ✗ Bold patterns or vertical pinstripes

We use a green screen background behind you when filming, so know that we will select a color that is complementary to what you are wearing. This is a set design feature that is used in almost all types of filming. The green screen itself is specifically used to add animations and special effects during the editing process.

Remember: Please do not wear anything with the color green in it.

Makeup is also a factor when filming. For those who wear makeup, please avoid applying a heavy layer of foundation on the day of filming—earth tones are best.



KEY TAKEAWAYS FOR PREPARING:

1. Practice your scripts in front of the mirror beforehand.
2. Dress to impress.



IT'S FILMING DAY!

On filming day, please arrive 20-30 minutes before your actual call time—the time provided on the Call Sheet sent to you for your film day. When you get to the studio, you will be greeted by our production team who will help you get ready.

You may feel a little anxious about filming if you've never done this before, and that's OK! In the first half hour the team will spend some one-on-one time with you chatting and answering your questions. Their goal is to make you feel as comfortable as possible.

They'll also go through the script with you to practice a few more times before you stand in front of the camera. This is important because it allows some time for feedback from the team to set you up for success. They will also show you the equipment in the studio and explain what each one is for.

If you do not normally wear makeup, you will have powder applied before filming begins. The purpose of this is to make sure your skin isn't too shiny on camera. Our production team has several different shades of powder to accommodate everyone's preference.



KEY TAKEAWAYS FOR FILM DAY:

1. Use the production team's feedback as guidance for success.
2. Any and all questions are welcome.



READY. SET. ACTION!

Now you're ready for filming.

A spot will be marked on the floor for you to stand, and there will be two cameras. The first camera will be placed directly in front of you, where the teleprompter will also be, and the second will be placed slightly to its side. The reason for the camera placements is to provide those two options during editing. If you make a mistake, during the editing process we can cut that segment out and use a different take.

We're here to affirm that mistakes are OK! Everyone makes them. It typically takes two to three takes to get the perfect one.

TAKE 1: The first take allows us to get through the whole script and do some more critiquing for non-verbals such as pace, your volume, tone, and hand motions.

TAKE 2: The second one, we call the Backup, is typically the one where you start to get in the groove and feel more comfortable.

TAKE 3: Finally, we get The One. This is the one where you apply all of the feedback and coaching from our team and get through the script smoothly. All in all with the three takes, you can expect to spend approximately 20 minutes per video.

Based on the quality and performance as the recording continues, we may reduce the amount of takes down to two per video.



KEY TAKEAWAYS FOR FILM DAY:

1. Mistakes happen all the time, and are no problem!
2. Our job is to make you look and sound your best.

WE'RE EXCITED TO HAVE YOU JOIN US!

Our goal is to make this experience an enjoyable one. We're excited to learn more about you and capture your stories on screen. We hope you enjoy every moment of your time filming!