

- Please be sure to pause 4-5 seconds before AND after you speak. This gives the editor plenty of room for splicing clips together. it might feel like a really long and awkward time--that's how you know you're waiting long enough! If during that time you just stay in whatever position you'll be in as you do the reading, that's perfect.
- Speak clearly and not too quickly. For those of you recording something that is said in unison, imagine a pace where people watching the recording will be able to say the words along with you.
- Film your recording with the camera positioned horizontally, not vertically. It makes for a nicer image on the service video.
- Feel free to take several takes! And if you can send the best two takes, that's perfect. Please don't fret over the "perfect recording;" if the recording follows the tips above and you're happy with it, so are we.