



**E-Learning, Technology
and Communications**
UF | COLLEGE OF EDUCATION

ETC Studio Filming

WHAT TO EXPECT

LOCATION

Most of the videos we produce are filmed on-site in our newly renovated studio space. This location has been updated to provide quality equipment for both lighting and sound. We can customize the space to provide a set designed specifically for your needs.

Studio location:

- Below the Education Library- in the Norman Hall Addition
- Room number 0502C (Institute for Advanced Learning Technologies)



SCRIPTS

Once your scripts are created, they should be sent to the video team at least 3 days before your filming date. This ensures we have time to look them over and transfer them to the teleprompter.

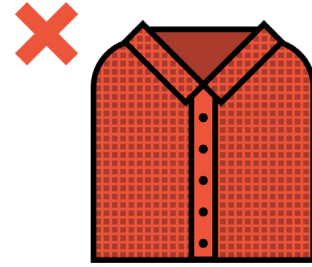
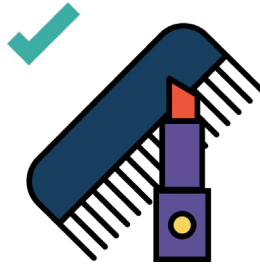
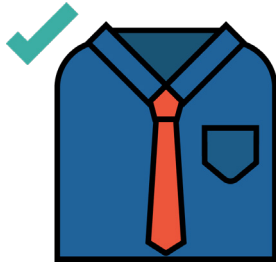
When creating your script:

- Use a Microsoft Word document file format
 - * No PDFs
- Title each section within the script
- When in doubt, simple is better.



WHAT TO WEAR

There are a few guidelines we recommend to look your best and help us incorporate the microphone as seamlessly as possible into your wardrobe.



- Avoid deep blacks, bright whites, and nude tones.
- Avoid small prints like polka dots, small stripes, and houndstooth.
- If we are utilizing the green screen, avoid all shades of green.
- Avoid loose, billowy, or wrinkled clothes.
- Avoid excessive and reflective jewelry.
- It is preferred that you wear contacts rather than glasses, however, we can work around this.

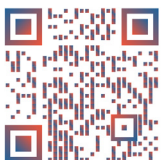
WHAT TO BRING

Session length varies by project, but most take less than 2 hours. You only need to bring yourself, a water bottle and a brush or comb. Your script will be loaded into the teleprompter, so there is no need to bring a copy with you.



THANK YOU

We are looking forward to working with you. If you have any questions, feel free to visit our website or contact our video team lead for more information.



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