
Capacity Development Online Navigator

Checklist

for pre-recording technical videos in a laboratory setting

I. Preparation

- ☐ Clarify the objective of the video
- ☐ Understand who the target audience for the video is (including level of preparation and background knowledge) and, if possible, involve the target group when deciding on the exact content to be sure the video addresses their needs
- ☐ Decide whether a camera operator is needed or the video can be self-shot
- ☐ Develop a detailed script outlining each step of the recording, including exact position of the presenter, text and necessary materials and equipment; indicate in the script where zoom-in shots are necessary and on what device the camera needs to zoom in
- ☐ Clean and tidy up the working station/laboratory that will be captured by the frame
- ☐ Prepare all necessary materials and equipment to be within easy reach
- ☐ Perform light and sound checks to determine best positions and angles for shooting
- ☐ Plan enough time to record multiple takes

II. Editing

- ☐ Cut the video down to be as short as possible or split into smaller units
- ☐ Record voice-over or include captions (if appropriate)
- ☐ Improve video quality by adjusting contrast, light, etc.
- ☐ Check back with the presenter(s) to ensure they approve the edited version
- ☐ Convert the video into an appropriate video format

III. Release

- ☐ Prior to release, ensure that the input giver has agreed to the distribution or streaming of the video at the event and that there are no copyright issues
- ☐ Option 1: upload to a (password-protected) content-sharing/learning management platform and share the link with trainees
- ☐ Option 2: play the video during a training