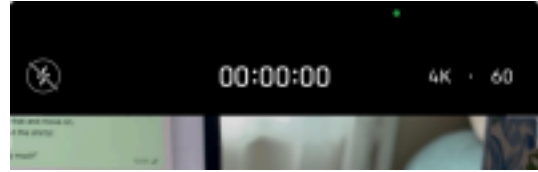


Standard Operating Procedures (SOP): Sonshine Pre-Records

SUPPLIES

1. Chroma green or blue screen
2. A camera that can do 120 FPS or 4K filming - *iPhone (iPhone 13 or newer) works. Tap the top right numbers on your camera to increase the video quality.*
 - a. If using an iPhone, we recommend using the free Blackmagic Camera app instead of the camera app, as it can more easily control light and temperature changes that may occur during filming.
3. Solid-colored shirt in contrast to your skin tone
4. Ring light (or key light)
5. Laptop or teleprompter-equivalent at the same eye level as your camera



BEFORE you film

1. Pray. Spend time preparing your own heart and consider who will watch what you are creating, asking the Lord to bless them and have His way in their lives.
2. Storage – [If applicable] Do you have enough storage on your iPhone or camera? A 1-hour video can take up to **40 GB** on your phone if filmed in 4K.
3. Distractions eliminated? (e.g., door locked, Do Not Disturb turned on, pets/children out of the room) 4. Have you read the transcript or watched the source video through at least 2X?
5. Captions turned ON the source video (if available)?
6. Have you practiced spelling some of the terminology clearly? We need to avoid mumbling or garbled fingerspelling. 7. Is the source material sound turned on? This will help any editors or partners who are hearing with syncing the material. 8. Please submit a snippet (10–20 seconds) of the video for approval before diving into the project, following the setup instructions below. This will prevent/reduce re-films based on your tech setup, but there still may be re-films based on the ASL content.

FILMING SPACE SETUP logistics

1. **Visibility** – Sign "President" to ensure you capture enough space above your head, and ensure your waist is also visible for the low point.
2. **Orientation** – All videos should be filmed horizontally with the camera at eye level, facing you straight on
3. **Tripod** – Place the tripod in a sturdy location to prevent shaky videos
4. **Positioning** – You should be in the middle of the frame
5. **Lighting** – The best situation is to use 1-2 key lights. Avoid overhead lights, as they can create unflattering shadows on your face (commonly known as "raccoon" eyes). Also, avoid lights from below, as they can have a similar effect. Avoid uneven lighting on your face and body, such as one side being brighter while the other is darker. Avoid windows if possible.

REMEMBER while you film

1. When possible, make direct eye contact with the camera itself. It is understandable to have a gaze slightly to the side, above, or below the camera to read the captions.
2. Please keep fingerspelling in front of your chest/torso, which may feel a bit lower than normal – because of the green screen technology, sometimes the background you are superimposed onto can make the contrast challenging for fingerspelling comprehension
3. Depending on the ASL consultant's feedback, there may need to be 2-4 re-films. Please plan accordingly.

