



Checklist

Tips for recording your video

Checklist

Equipment

- Is your mobile phone charged and the screen saver turned off?
- Are all necessary tools and materials available?

Content

- What is the core message of your video?
- Make sure you have a fitting and concise title for your video.
- Which points would you like to address in concrete terms?
- In which order do you want to show these steps?

Location

- Do you have permission to film?
- Have you observed all safety guidelines?
- Is the environment you have selected free of background noise?
(If there are background noises: Please use an additional microphone or the headset from your mobile phone)
- Do you need help shooting the video from a second person?

Please check lighting conditions

General information

- Please hold your mobile phone horizontally.
(do not film in portrait format)
- Speak slowly, loudly and clearly during recording.
- Try to work using slow movements. Avoid fast camera pans.
- Keep the sequences short and simple.



We are looking forward to helping you with further tips:
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Script

Step 1 – Think about a topic

Tipp: Start with messages that are easy to explain



Step 2 – Your message

What is the core message of your video?

What would be an appropriate title?



Overview: Work process

The template for work processes and complex activities

- Introduction – Short announcement of the recorded content
- Material – List of all required materials
- Safety – Mention all HSEQ-relevant aspects
- Explanation – Use several single steps to explain your work process
- Testing
- Functional check
- Conclusion

Overview: Statement

The template for explanations and trainings

- Introduction – A brief introduction to the topic and the learning objective
- Explanation – Use several single steps to explain your topic
- Closing – Final remarks and application notes

Overview: Fast & easy

The 5 minutes template for simple instructions



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