

groovy gecko*

REMOTE

setup guide for recording

ABOUT GG.

- Groovy Gecko is a live streaming and production agency that helps clients create engaging live events. From Live TikTok concerts to International gaming competitions to professional conferences, we've got you covered.
- This guide will show you how to set up your space professionally when you're live streaming from a remote setup. Perfect for presenters joining a virtual Q&A, a recording for an event or an even just to get your area ready for virtual meetings.

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INTERNET.

- Remove or switch off any non-essential devices from your home network, leaving more bandwidth for your virtual conference PC.
- Always use wired internet if you've got the opportunity.
- If wireless is your only option, you need make sure the router isn't hidden in a cupboard, surrounded by unnecessary items, and you're not several floors away from it.
- Compare your internet speed on wired vs wireless on a speed test website such as www.speedtest.net.



DEVICES.

- Turn off any unnecessary computer (and mobile) alerts.
- Make sure your phone is on silent or turned off.
- Charge your laptop before the event and leave it plugged in.
- Video and audio should NOT be embedded into the PPT presentation.
- Turn off any Windows or Mac updates.
- Close out of any windows not being used to minimise the number of programs you have open.

AUDIO.

- Avoid unnecessary ambient noise.
- Close open windows.
- Turn off home appliances.
- Have the room to yourself and close the door.
- Try an external microphone and headphones.
- A pair of headphones with a built-in mic is possibly all you need.
- A USB podcast microphone is the best for sound quality. (May require separate PC drivers).
- Avoid the built-in microphone in your laptop or computer (headset recommended).



VISUALS.

- Avoid anything that will distract the viewer.
- Avoid wearing jangly jewellery, and watch out for hair catching on the mic.
- Beware of silk, satins and other shiny fabrics, they reflect light and shimmer.
- Shirts with tight repetitive patterns are not ideal. The camera has a hard time picking this out.
- Wear solid colours if possible.
- Avoid fussy details like frilly collars and lots of buttons.
- Don't wear logos unless they're your own (trademark issues).
- If you have your own tie mic to use, run it through your shirt to hide the cable.

LIGHTING.

- Your laptop screen will be a source of light.
- Find a few different lamps around your home to use in your room.
- Find a good background (is the background suitable to show people?).
- Find a good halfway point between not having your frame too busy and distracting but also not too empty.
- Move a few house plants or furniture into frame to assist this.
- Small low-light lamps in the background help give you some depth. If they're too bright, it'll blow everything out.
- Avoid sitting in-front of a window unless you've got a proper ND filter on it & professional lighting.
- Don't wear the same colour as your background.
- Avoid using virtual webcam backgrounds.

POSITIONING.

STANDING

- May feel more natural.
- Be creative with your workspace.
- Place your laptop, external mouse / keyboard to the height you need.
- Always try to use an external mouse in this situation, as the use of the trackpad isn't easy / doesn't look good.
- Don't walk out of frame.

SITTING

- If using your in-built mic, don't use the laptop's keyboard; the clicking sound will be 10x louder for your audience.
- Prop your laptop up on books to bring the webcam into your eyeline.
- Try different scenarios before the event and see what works for you.

NOTES.

- Always make sure your webcam is clean before you start. Use a microfibre cloth or another non-abrasive cloth.
- Test your microphone before the event. Use the Voice Memo app (MacOS) or Voice recorder (Windows 10) to test the quality of your mic. Wired is the best option, then wireless, and if you don't have anything else, use the built-in mic on your laptop.
- Test your headphones before the event. Play your voice recordings back or have a simple video call with friends / family.
- Test your webcam before the event. Use the Photo Booth app (MacOS) or Camera app (Windows 10) to check your webcam. If you have an external webcam, make sure you can switch to it. This is a good opportunity to see your background and how you look on camera.