



Lucy Forrester

The 62 Group



Who am I?

I'm Lucy Forrester and this is the accompanying document to my video workshop. I began my journey into filmmaking by studying media in college back in 2003. I then went on to study sound design for film at the University of Huddersfield I've worked for a couple of creative agencies as Head of Production. I went freelance in 2015 and started my limited company in 2018. I work a lot with big corporations like Bupa and Unilever, my favourite clients are The Canal and River Trust but I love to collaborate with artists to document their work. I also love dogs, dungarees, Scotland and my favourite lens is a Sigma 50mm.

Proud Fox Studio

I have a film and photography studio in Leeds but I work all over the country. The studio is the perfect place to film a workshop but I'll show you how to film your own workspaces through this document and video.

Overview

1 This workshop will be in 3 sections. The first will focus on content and narrative. The story you will tell your audience using your voice over recording.

2 The second section will discuss recording and setup. This part will go into lighting and how to light small workspaces. I'll also talk about your smartphone camera. Nothing too technical so don't worry.

3 In the final section you'll find information about audio. How to record your voice over and how and when to use sound effects (also known as foley art). I hope you get what you need out of this workshop and I'm looking forward to meeting you at the Q&A.



Section 1

Content and Narrative.

As discussed in the video you'll find some extra guidance here on how to write your script and prepare to record your voice over. As well as this you'll also find some tips on creating a shot list.

Things to remember are:

- If you can't read your script out loud without sounding a little robotic then try writing down talking points to prompt you before recording your voice over instead.
- Don't try to record if you're feeling tired or grumpy. Come back to it another day or call a friend to get you in a chatty upbeat mood. It works I promise.
- Try recording your voice over with a friend or family member in the same room. You may find your words retain more of your personality. Just make sure they stay quiet!
- You can record and re-record your voice over as many times as you need to. Just try to keep the quality consistent by doing it in the same room under the same circumstances.



Script Guidance

Here's a basic narrative structure with a beginning, middle and end that you can use to write your script. This is based around our one minute films for one piece of work but can be adapted for any film you wish to make in the future.

- Tell everyone who you are and what you do.
- How long you've been doing it?
- Where you do it? What part of the world are you in?
- What type of space are you working in?
- Does this inspire you? What inspires you? Either for the piece you're working on currently or just in general.
- Discuss your current piece of work in a bit of detail.
 - Research, techniques, materials, tools, motivations, inspirations and anything else relevant you can think of.
- Try to speak about the different stages of the work.
- The final piece. What everyone will see at the exhibition.





Shot list

Here is an example of a shot list. After you've written your script or jotted down your talking points you can then make your shot list. Try to visualise what you would expect to see on a screen which would support the words being spoken.

- Examples of your past work.
- Yourself working on a project or just doing some everyday action like making a cup of tea, reading or walking the dog. This is an introduction to who you are.
- Would some nice shots of where you live be possible?
- The space in which you work
- Inspirations, places, people, pets, objects, art, books
- Research materials such as pictures and papers on a table
- Tools and materials
- The final piece. The hero shot. We need lots of variation in terms of wide and close shots. Adding movement to some shots will help show shapes and textures. Play with light.

Section 2

Recording and Setup

Here's a quick recap on lighting. This is where you can get really creative if you want to.

Things to remember are:

- The quality of the light is important but the *quantity of light is essential*
- If your lights are roughly similar colour temperatures then your colours will be more accurate.
- If you're using a window try and film on an overcast day.
- If you want to use lamps and house lights to light your space and subject think about changing your bulbs to good quality daylight balanced bulbs. You'll find them labeled LED Cool White with a CRI of 90+.
- If you're having trouble with reflections then black sheets are your friend. Try to hang them around whatever you're filming and have your light source as high as possible. You can also buy polarising filters to clip on over your camera lens which will help.
- Experiment and have fun.



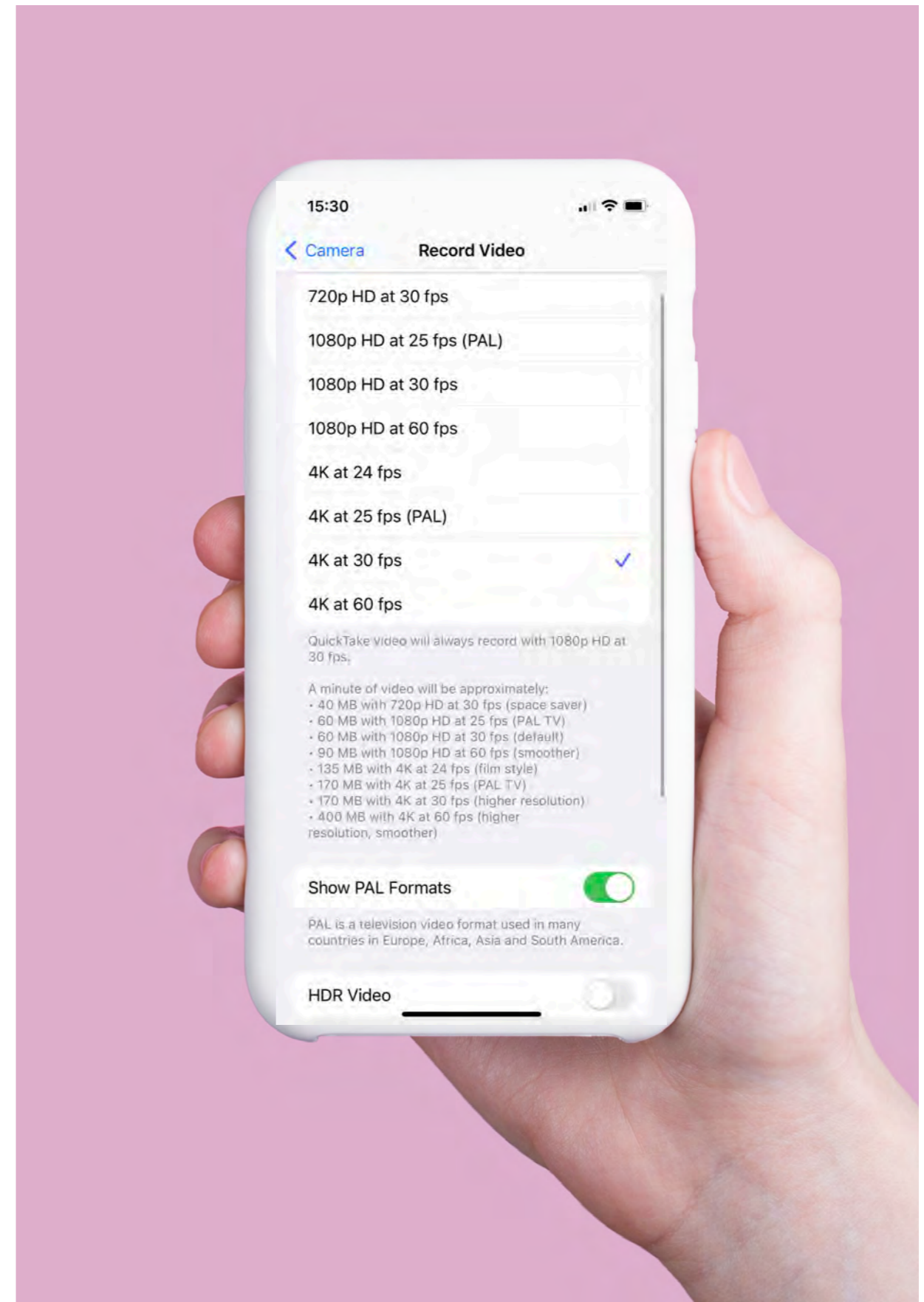
Section 2

Your Camera

Just about all smartphones today film in 4K. You may need to select this as your default filming mode in your camera settings. Some phones have this setup automatically. I've shared a screenshot on the image to the right so you can see what it looks like to setup your camera on an iPhone. Camera settings on an android phone will be similar.

To select the best quality I'd recommend 4K 30fps. HD is also good enough if you want to use smaller file sizes. Please try not to use 720p video but if it's your only option, don't panic, we can make that work.

Have a play with your cameras other settings. I sometimes turn off HDR mode depending on what I'm filming. See how it looks on your camera.



Section 2

Positioning your Camera

If you don't already have a tripod or clamp for your smartphone I'd recommend getting one. I have linked some good options at the end of this document if you want to have a look. Please also research yourself what your best option might be taking your workspace and your budget into account. If you're feeling stuck with it then leave me some feedback in the next questionnaire and I'll do my best to help.

You can absolutely make your film without a phone holder but I would recommend getting a friend or family member to help you by holding your camera while you work.

Be aware if you clamp your phone holder to your desk it can move and make the footage wobble. Sometimes a tripod on the floor or a clamp on a shelf is a better option.

Spend some time finding a flattering angle so the action or subject is in the centre of the screen.



Section 3

Audio

Here's some tips on recording your voice over using your smartphone.

- Use your phones built in audio notes app as your first option.
- Try to record in a quiet place surrounded by soft furnishings.
- Don't speak directly into the smartphone microphone. Point the microphone at your chest instead.
- Leave a gap between sentences or sections for editing.
- You can record it as many times as you need to. Just start again from the sentence you want to re-record.
- If you record over multiple days try to record in the same place every time.
- If you're unhappy with the quality then have a look at the links to the external recorder in this document. You can also look into smart phone compatible microphones. I've done some research but I've never used these myself so I don't want to specifically recommend any. Rode and Sennheiser are trusted brands.





Section 3

Foley art (Sound effects)

Sound effects can really bring your video to life. Think about what sounds you can capture to enhance your film.

Things to remember:

- Use your audio notes app on your smartphone if possible.
- Always record more sound than you need for the editor and label your files.
- Experiment with distance. It's best to start recording about 10 inches away with the phone's microphone pointed slightly down. It depends on the sound so experiment with whatever you're recording to make sure there's no popping or hissing.
- Things you might want to record are; Machinery, stitching, tools, ambient outdoors sounds that inspire you and fit your voice over.
- [Here is a great example of using sound effects. This scene is from a documentary called Life Cycles.](#)

Notes on Delivery

I won't be discussing editing here but if you have any questions I'm more than happy to answer them for you.

What I will say about the editor is they might not know what's going on in each clip you give them. It's really useful just to say at the start of each video recording what it is you're doing. If it's a certain stitch or technique or you're using a specific piece of equipment that might not be obvious then just help the editor out by saying what it is you're doing. This way they can match the correct piece of footage to your voice over.

Another tip for the benefit of the editor is to try and get your footage to them in the best possible quality. Some apps like WhatsApp are great for file sharing but they compress videos which causes them to lose quality. The editor will instruct you on the best way to get the data to them to work with.





Filming on your DSLR

Here's some hints and tips for those who want to use their DSLR to film.

- Make sure you're using a good quality SD card to record on to. It needs to be fast enough to keep up with your cameras write speed.
- Quantity of light is key. The more light you have the lower your ISO can be and the cleaner your picture.
- Choose your style and stick to it. Do you want to film with a shallow depth of field or would you like everything to be sharp? Shooting with your iris wide open creates a shallow depth of field. Stopping it down makes everything sharp but you have to have lots of light.
- Remember not to trust auto white balance. Look at the light in the room and try to match the white balance to it manually. Auto white balance will be inconsistent and inaccurate.
- Longer lenses are flattering but use the right lens for the subject. 50mm is perfect unless you need to record the whole room.

Useful links

Here are some useful links to products. Please do some research to make sure it's the best option for you before buying. Most of these links will be to Amazon who I don't particularly like using for ethical reasons but it's easy to return anything that isn't suitable for you.

- [Ring light tripod with 2 phone holders.](#) - Note the height of the tripod and make sure it's suitable for what you want to film. You might struggle to get top down views with this option alone. I have the 10" version.
- [Phone mount for overhead top down view.](#) - Try to mount it from a shelf or tripod. Or try not to move the desk.
- [Smaller LED soft light for close up shots.](#) - This is in place of my harder light that I am using in the video. The softer light is best for most situations. There are lots of similar products.
- [LED Bi-colour panel light.](#) - There are many types of these lights on the market but what you're looking for a Bi-colour LED with a high CRI upwards of 90.
- [Cool white LED bulb with a high CRI.](#) - Check the fitting of your light so you know if you need screw or bayonet.
- [Macro lens for close up shots.](#) - There are many manufacturers of these. I have an OlloClip which are a UK company who have now ceased manufacturing but have a look at other macro lenses if you think you'd use one and see what you have budget for.
- [External recorder.](#) - If you're going to be recording voice overs and sound effects frequently I can recommend this external recorder. It's not needed for just one video.



Lucy Forrester

The 62 Group

Thanks for taking the time to watch and read this workshop. Hopefully you're all a lot more confident than you were before watching. Filming yourself and filming your work doesn't have to be complicated and technical. Just have fun with it and I'm here if you get stuck. If you have any questions look out for the questionnaire form coming your way shortly.

See you at the Q&A.

Lucy x

