**In-flight Education Downlink Video Question Filming Tips**

**General Guidelines**

1. Only ask a single question on the video.

2. Do not give shout-outs or show anything in the video.

3. Do multiple takes of the video and submit the best take.

**Recording tips for Audio**

1. Remove background noise. Videos should be recorded in a quiet room with little to no background noise.

2. Turn off fans or air conditioners that could cause background noise.

3. Speak slow, **loud** and clear. Remember that the microphone for your device is further away from you than it normally is.

4. **If an external microphone is available for the recording device, use it. If not, consider using headphones.**

5. Write out the question first and place it into one of the scripts below. **Do not** deviate from scripts while asking the question:

Hi. My name is <NAME> and I’m from <STATE>. My question is <QUESTION>.

or

Hi. My name is <NAME> and I attend <SCHOOL> in <STATE>. My question is <QUESTION>.

**Recording tips for Video**

1. Include five seconds before and after the question looking into the camera smiling with no background noise. The question asker should be in the center of the video.
2. Have enough light on the question asker’s face so they are easy to see.
3. Leave room for a graphic with the question on the bottom of the screen.

**The perfect shot**



**Recording with a Phone?**

1. If recording with a phone, the phone must be landscape, not portrait. Videos taken in portrait mode cannot be used.



2. If recording the video with a phone, question askers should have someone else record them.

**Go/No Go Questions**

To be accepted by the Public Affairs Office, questions need to meet the following guidelines:

1. No questions about religion or politics.
2. No questions about aliens.
3. No questions about humanoid robots (ex: Robonaut, Valkyrie).
4. No questions about bodily functions, including crying in space.
5. No questions that put astronauts on the spot to share personal information, including asking how their family is coping with coronavirus.