



Pre-recorded Message Guide

Before Recording:

- Find an isolated room without a distracting background and good lighting
- Setup your camera or phone landscape and eye level (for the optimum camera angle).
- Do a practice video to check audio, lighting etc.
- Make sure you have a CCLI license for the service if you are including worship songs.
- For additional tips on recording [check out this video](#), you may not have all the equipment but the principles are helpful.

After recording:

- Preview your video, and make any necessary adjustments
- Your file might be too large to email. You can use [Google drive](#), [OneDrive](#), or [Dropbox](#) to create a shareable link.
- Include a call to action and/or discussion question in the message, as well as online or text giving information in your message.