

# EP Checklist for Success

Easy Ways to Elevate Your Video Conferencing Appearance

- Outfit to Match the Occasion
- Appropriate Accessories
- Perfect Polish (Hair & Makeup)
- Check your Set & Fit your Frame
  - \* Background
    - Focus = YOU
    - Accessorize!
    - Rearrange/Create Props
  - \* Lighting
    - See & Be Seen
    - Natural Sunlight
    - Additional Lighting
    - Consider Shadows
    - Remember Reflections!
  - \* Camera Positioning
    - Stable Platform
    - Be Front & Center
    - Posture & Eye Contact
- Audio
  - \* Microphone Choice
  - \* Reduce Background Noise
  - \* Ditch the Headphones
- Do a Test run
- Show up, Be present, Participate!

NOTES