

# Environment Guidelines

Your environment must adhere to all requirements in this guide to qualify for an audition. Requirements are mandatory for all ActorBank team members and give a uniform, professional appearance for clients using our service.

(TOP TIP: To set up your environment and check as you go, log into Skype, go to Skype Preferences, then Audio/Video settings- so you can see what the client sees!).

## DESKTOP/LAPTOP DEVICE

Record your video on the device you will be using to conduct ActorBank sessions (sessions cannot be run on mobile devices or tablets). As a rule: the newer the computer/laptop or desktop device, the better! Upgrade to the latest version of your operating system, close other programs, and make sure no-one else is using the broadband in order to get the best possible audio/video quality.

## LOCATION

Record your video submission in the exact location you will be using for all future video calls for ActorBank. It must be your own home/office, using your own computer and have complete privacy, without background noise. Stick a note on your doorbell or door and put your phone on silent!

## BACKGROUND

Behind you should be a PLAIN white wall or screen (off whites and creams are also fine). There should be no distracting items in view. Distracting items include shelving, pictures, skirting boards, cupboards, stairs, curtains or sheets covering furniture. You would be surprised how many submissions we receive with all these distractions in the background!

## FRAMING

Your head and shoulders should be central in the frame. Your eyes should be 2/3 of the way up the frame; your camera lens must be at eye level. Try putting your computer/laptop/camera on something to raise the lens to eye level. Cameras which sit below eye level give the impression of looking up your nose... not a good look.

## CHAIR AND DESK

If your desk is in an unsuitable location to adhere to our background requirements, or you need to adjust the height of your camera, try using an ironing board or search for adjustable portable desks online. Your chair should NOT be visible - you will need a stool or a chair with a low back.

## BROADBAND CONNECTION

Subscribe to Superfast Broadband if it's available in your area, and always use an Ethernet cable connection directly into the router. If the location of your office/router makes this impossible, a Powerline Adaptor is a good substitute, using your internal electric cabling

to carry the signal. You just plug the adaptors into any standard electrical socket, with an Ethernet cable from your computer into one adaptor, and another directly into the router. Search Powerline Adaptor on Google.

### WEBCAM/MICROPHONE

Most built in webcams on recent computers are perfectly adequate. If for some reason yours isn't here is one we recommend Logitech Webcams.

### YOU!

First impressions count, whether you are auditioning or calling clients. Professional personal appearance, posture and ease in front of the camera are mandatory.

Please note, these are guidelines only: we strongly recommend that you check compatibility with your own hardware and software before purchasing any items.

Got questions? We've got answers! Please email [actorservices@actorbank.co.uk](mailto:actorservices@actorbank.co.uk)

