ZOOM READING

TIPS

The New Yorkian

PREPARATION

WIFI: Make sure you have good WIFI. If you can, be near your modem.

NOISE: Do it in a room with no background noise.
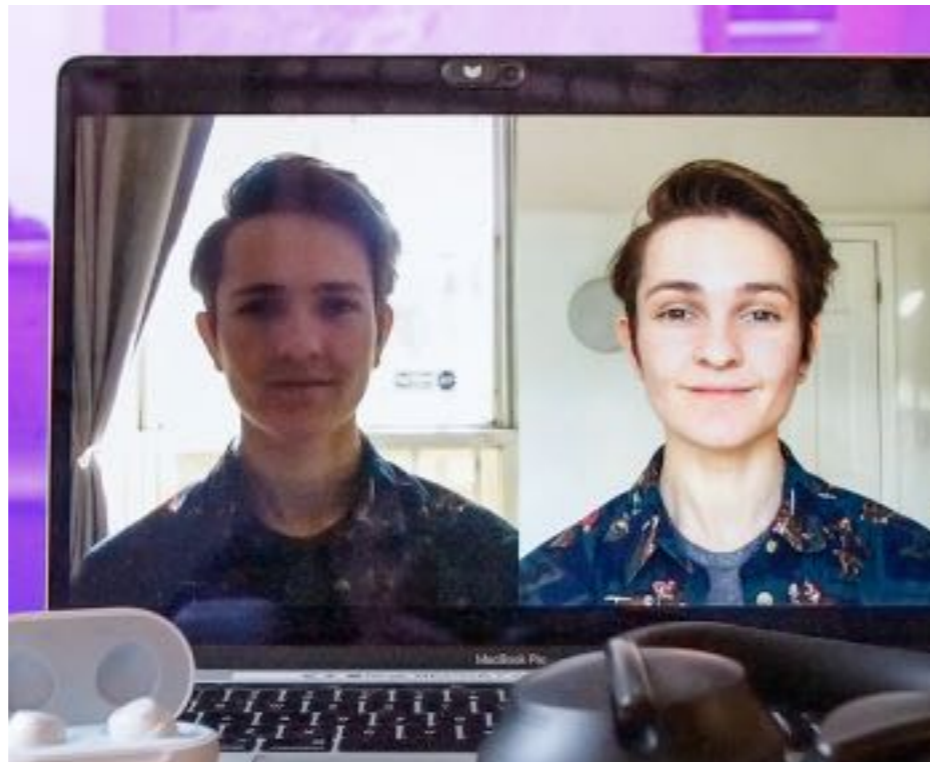(close windows, TV off, radio off, devices off)

SOUNDCHECK: Check your laptop or tablet speakers and sound.
Do a sound check with all the actors before going live.
(Mic on, Camera on)

PHONES: During the read, your phone should be ON but ON SILENT,
in case Zoom Host needs to text you during reading.

APPS CLOSED: Do NOT open the site of the live reading (Facebook or Youtube).
It will create an echo.

LIGHT: The light source should be in front of you, behind your computer. Avoid back light. Sit close to the computer. Avoid natural light, use a lamp.

BACK LIGHT   **FRONT LIGHT**

FRAME: Prop your computer on a few books if possible, so the camera is in front of your face. Frame should be from your chest up, straight on.

HEADPHONES/HEADSET: It's better if you don't use them, but you can if it's necessary. Still, eliminate background noise as much as possible.

DURING READING

1. When you are not in a scene, click 'Stop Video' and 'Mute' audio on Zoom.

2. When your video is stopped in Zoom, your 'box' will not appear on FaceBook live.
This enables digital entrances and exits.
YOU ARE RESPONSIBLE for your entrances and exits, just as you would be on stage.
Select "Hide- Non-video" on your video settings (lower left on your screen).

3. Silence/turn off vibration/ringing for anything that can make noise.

4. If you have more than one device on the Zoom call, it will echo.
Make sure you mute the audio for any back up devices

5. If you wouldn't do it on stage, don't do it on the live stream.
(ie. eating, chatting with others when you are not speaking, etc.).

6. Host should select "Gallery View" before going live.

7.- On your desktop/tablet, share the screen with Zoom and the Script.
That will allow you to read it as if it was a teleprompter.
If you keep your lines at the top of the screen - near the camera-
it will create the illusion that you are not reading but looking
at the camera