

Tips for Recording Jack and Mariah Summerall Descendants

Schedule Interview

- Contact the family member and explain what we are doing.
“The JSFG history committee is working on a family history project to preserve the stories and memories of our family members so future generations can know where we came from and the lives that helped shape our family. I would like to record a short interview with you about your life to share at this and future gatherings.

The interview is very informal—just a chance for me to listen and learn. If you have any old photographs, I'd love to see those too and learn who the people are and what was happening when they were taken. Would you be willing to sit down with me for a short recorded interview?
- Set a time and location for the interview.
- Share the website link for the **Jack and Mariah Summerall Family Tree** form:
<https://jackandmariahsummerall.com/document-family-history>
Ask them to fill out and return the form to the JSFG History Committee.

Phone, Settings, Phone Stand

- Adjust the settings on your phone for recording a video.
- View **iPhone settings** at the following link:
<https://drive.google.com/file/d/1tJA2rL9DcoMCtf40CGaJOnq3450A-ID1/view?usp=sharing>
- View **Android settings** at the following link:
<https://drive.google.com/file/d/10T-LwNwmMQhpIKqf8ZXEfjuWUQGmXVML/view?usp=sharing>
- If you don't have a tripod, view this video for making a simple stand with a plastic cup.
https://drive.google.com/file/d/16drLnvBAObdRvFB-p6zNZnqriR_hyN4y/view

Day of the Interview

- Print a copy of the interview questions or take your laptop with you:
<https://docs.google.com/document/d/1Lk8w746LRiddoQD9d2O8Wmi3DBaczGNFQtLKWij9qP8/edit?usp=sharing>
- Phone settings are completed.
- Charge your phone to 100%.
- Clean the lens with a soft cloth.
- Make sure the microphone port is not covered.

Location, Environment, Lighting and Positioning the Person

- Choose a quiet room where the person can comfortably sit on something that doesn't squeak or swivel. Check for background noise like refrigerators, clocks, traffic and turn off fans.
- If it's daytime, a room with natural light from a window is preferable. The window should be in front of

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the person, **not behind them** (Figure 1). Seat people **wearing glasses** alongside the window on their left or right side to reduce glare on lenses. (Figure 2)

- Adjust indoor lighting to highlight the person's face. Place lamps/ring light **IN FRONT** of the person (not behind them).

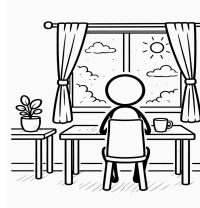



Figure 1



Figure 2

Phone Position

- Place the phone in a horizontal position  on a tripod or stand at or slightly below the person's eye level and within 2–5 feet of your subject for clear voice pickup with the built-in mic.
- Please do not hold the phone by hand**

Framing the Person

- Center or slightly off-center the person for a natural look.
- When the person's face is centered, lock the focus and exposure by touching the phone screen and holding it on the person's face until AE/AF Lock (*iPhone*) or a Lock icon (*Android*) appears.
- Position yourself **next to the phone's camera lens** so when the person is talking their eyes are in line with the camera.
- Ask the person to look at you when talking.

Recording

- Enable Do Not Disturb or Airplane Mode** on **ALL** phones present in the room to avoid call interruptions
- Keep the phone in the same position until the interview is completed.
- Have a glass of water and tissues nearby.
- Start the recording and double-check that it is **ACTUALLY** recording.

Save and Upload Immediately After Recording

- When finished, save the video file to your photos library.
- Upload your video to the Dropbox link below.
 - Tap to open the following link: <https://www.dropbox.com/request/cx6uw9ca15fbj76amtf9>
 - Select the video in your photo library
 - Add your name and email in the displayed boxes

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→ Tap "Upload" and you're done!

- If possible, keep the original file on your phone until the gathering is finished in case we need it.
- Disable "Do Not Disturb" and reset your screen timeout.

Quick Reference

✓ DO's and DON'Ts

DO: Use a tripod, stand or prop up phone.

DO NOT: Hand-hold the phone while recording.

DO: Record in landscape position (horizontal).

DO NOT: Record in portrait position (vertical).

DO: Record at 1080p / 30fps.

DO NOT: Record in 4K.

DO: Enable "Do Not Disturb" on all phones in the room.

DO NOT: Record in a noisy or echoey room.

DO: Light the subject from the front.

DO NOT: Record with bright window or light behind subject.

DO: Upload file to LaVeta's Dropbox

DO NOT: Send video by text message

QUESTIONS?

Just call, text or email cousin LaVeta Gilmore Jones who lives in the Pacific Time zone. She will be in the Eastern Time zone from July 30 - August 27, 2026.

Call/Text: (503) 936-2870

Email: jsfghistorian@gmail.com