Recording In The Studio □□

- Live Shows □□
- Detailed Editing □□
- Clipped Segments □□

Live Shows □□

Pre-Recording Stage

1. **Planning and Scripting:**
   - **Outline the Show:** Plan the flow of the show, including segments, transitions, and key moments. Create a detailed script or run-down sheet.
   - **Technical Rehearsal:** Conduct a full rehearsal to check timings, transitions, and ensure everyone knows their cues.
2. **Equipment Setup:**
   - **Audio:** Ensure microphones are tested for sound quality, and any backup recording devices are set up. Test levels and reduce background noise.
   - **Video:** Set up cameras and check angles, focus, and framing. Consider the lighting conditions and adjust accordingly.
   - **Streaming/Recording Software:** Configure OBS or other recording software. Set up scenes, transitions, and sources. Test all settings.
   - **Network Check:** For live streaming, ensure a stable and robust internet connection. Consider using a wired connection instead of Wi-Fi.
   - **Backup Plan:** Always have a backup plan for technical failures. This includes backup recordings, extra cables, and alternative streaming options.
3. **Environment Preparation:**
   - **Location Scouting:** Ensure the recording environment is quiet, well-lit, and free of distractions.
   - **Set Design:** Arrange the set, including backgrounds, props, and lighting. Ensure that the space reflects the theme of the show.
   - **Test Recording:** Do a short test recording to check all settings, including audio, video, and lighting. Make adjustments as needed.
4. **Team Coordination:**
   - **Roles and Responsibilities:** Clearly assign roles to your team members, including director, audio engineer, camera operators, and producer.
   - **Communication:** Set up a communication channel (e.g., intercom system, walkie-talkies) for real-time coordination during the live show.
   - **Briefing:** Conduct a final briefing with the team to review the show’s flow, technical setup, and emergency procedures.

Recording Stage

1. **Go Live:**
   - **Countdown:** Start with a countdown to synchronize the team and signal the beginning of the recording or stream.

- **Monitor Performance:** Continuously monitor audio levels, video feeds, and streaming quality. Make real-time adjustments as needed.
- **Engage the Audience:** If live streaming, interact with your audience through chat, polls, or Q&A sessions to keep them engaged.

2. **Content Capture:**
   - **Redundancy Recording:** Use multiple recording devices or software to ensure that you have backup recordings in case of failure.
   - **Audio Monitoring:** Keep an eye on audio levels to avoid clipping or distortion. Use noise gates or compressors if needed.
   - **Camera Control:** Ensure smooth camera transitions, avoiding sudden movements or jerky footage. Use multi-camera setups for dynamic angles.
3. **Live Directing:**
   - **Scene Management:** Switch between scenes and sources smoothly, following the script or run-down.
   - **Real-Time Problem Solving:** Address any technical issues immediately. Have backup equipment ready if needed.
4. **Backup Procedures:**
   - **Save Frequently:** If recording locally, save your work periodically to avoid losing any data.
   - **Monitor Stream Health:** For live streams, monitor the stream's health on the platform to catch any issues early.

Post-Recording Stage

1. **File Management:**
   - **Backup Footage:** Immediately back up all recordings to multiple locations, such as external hard drives and cloud storage.
   - **Organize Files:** Name and organize files systematically, separating raw footage, audio, and any other assets.
2. **Editing:**
   - **Initial Review:** Watch the entire recording to note any issues or points of interest that may require editing.
   - **Video Editing:** Use professional video editing software (e.g., Adobe Premiere, Final Cut Pro) to trim, cut, and adjust the footage. Add titles, lower thirds, and other graphics as needed.
   - **Audio Editing:** Clean up audio by removing background noise, equalizing levels, and syncing audio with video.
   - **Color Correction:** Apply color correction to ensure consistent and professional-looking visuals.
   - **Final Review:** Conduct a thorough review of the edited video to catch any errors or inconsistencies.
3. **Post-Production:**
   - **Add Effects and Graphics:** Insert any additional effects, animations, or branding elements.

- **Render and Export:** Render the final video in the appropriate format for its intended use (e.g., YouTube, social media, or broadcast).
- **Quality Check:** Perform a quality check on the exported video to ensure there are no issues such as glitches or encoding errors.

4. **Distribution:**
   - **Upload:** Upload the final video to the desired platforms, ensuring all metadata (titles, descriptions, tags) is optimized for search.
   - **Promotion:** Create promotional materials such as teasers, thumbnails, and social media posts to drive engagement.
   - **Archiving:** Store all final versions and project files in an organized archive for future reference or repurposing.
5. **Post-Event Review:**
   - **Debrief:** Conduct a team debrief to discuss what went well and what could be improved for future recordings.
   - **Audience Feedback:** Collect feedback from the audience or stakeholders to assess the show's success and areas for improvement.
   - **Update Workflow:** Make any necessary updates to your workflow based on the debrief and feedback.

Detailed Editing □□

Pre-Editing Stage

1. **Project Planning:**
   - **Define Objectives:** Clearly define the goals and purpose of the project. Understand the target audience and the message you want to convey.
   - **Storyboard and Script:** Develop a detailed storyboard and script that outlines the flow of the content, including key scenes, dialogue, and visual effects.
   - **Asset Collection:** Gather all necessary assets, including raw footage, audio, graphics, and any additional media required for the project.
2. **Technical Preparation:**
   - **Hardware Check:** Ensure that your editing workstation is optimized for performance. Check storage capacity, RAM, and GPU performance to handle large files and complex edits.
   - **Software Setup:** Install and update all necessary software (e.g., Adobe Premiere Pro, DaVinci Resolve, After Effects). Configure project settings according to the final output requirements (e.g., resolution, frame rate).
   - **Backup Plan:** Establish a backup system to automatically save your work and create copies of all raw materials on multiple storage devices.
3. **Organizing Materials:**
   - **Folder Structure:** Set up a clear folder structure to organize assets, such as video clips, audio files, graphics, project files, and exports.
   - **File Naming Conventions:** Use consistent and descriptive naming conventions for all files to make them easily identifiable during the editing process.
   - **Initial Review:** Watch and listen to all raw footage and audio to become familiar with the material. Take notes on key moments, best takes, and any issues that may need addressing.

Editing Stage

1. **Initial Assembly:**
   - **Rough Cut:** Begin with a rough cut by assembling the main elements of the project in the timeline. Focus on the overall structure and flow, without worrying about fine details.
   - **Sync Audio:** Sync all audio with video, ensuring that dialogue and sound effects match the visuals.
   - **Placeholder Graphics:** Insert placeholder graphics, titles, and effects where necessary to maintain the flow of the edit.
2. **Detailed Editing:**

- **Scene Refinement:** Go through each scene or segment carefully, trimming unnecessary footage and tightening edits to enhance the pacing.
- **Multicam Editing:** If using multiple camera angles, carefully switch between them to maintain visual interest and coherence.
- **Transitions and Effects:** Add transitions, visual effects, and motion graphics where appropriate. Ensure they enhance the story without overpowering the content.
- **Color Correction:** Perform color correction to balance exposure, contrast, and white balance across all clips. Apply color grading to achieve the desired mood and aesthetic.
- **Sound Design:** Enhance the audio by cleaning up noise, equalizing levels, and adding sound effects or background music. Ensure that dialogue is clear and consistent throughout.
- **Titles and Graphics:** Design and integrate titles, lower thirds, and other on-screen text. Ensure that the typography and style are consistent with the project's theme.

3. **Complex Compositing (If Needed):**
   - **Visual Effects:** For projects requiring advanced VFX, composite elements in After Effects or similar software. This could include green screen work, CGI, or advanced transitions.
   - **Keyframing:** Use keyframing to animate elements such as text, images, or video clips, ensuring smooth and precise motion.
   - **3D Elements:** If incorporating 3D graphics, render them carefully and integrate them seamlessly into the project.

Post-Editing Stage

1. **Final Review and Adjustments:**
   - **Full Project Review:** Watch the entire project from start to finish, taking notes on any final adjustments needed, such as timing tweaks, effect modifications, or audio levels.
   - **Client/Stakeholder Review:** If applicable, share a draft version with clients or stakeholders for feedback. Make necessary revisions based on their input.
   - **Consistency Check:** Ensure that the project maintains a consistent tone, style, and quality throughout.
2. **Rendering and Exporting:**
   - **Export Settings:** Choose the appropriate export settings based on the intended use of the project (e.g., online video, broadcast, cinema). Pay attention to resolution, bitrate, and file format.
   - **Render Test:** Render a short segment to check for any issues such as glitches, artifacts, or synchronization errors.
   - **Final Export:** Render the full project. If the project is large or complex, consider exporting in sections and then combining them.
3. **Quality Assurance:**
   - **Final Viewing:** Watch the exported video on different devices and platforms to ensure it looks and sounds as intended. Check for any discrepancies in color, sound,

or resolution.
   - **Error Correction:** If any issues are found during the final viewing, return to the editing stage to correct them, and re-export as needed.
   - **Backup Final Project:** Save the final version in multiple locations, including cloud storage, external drives, and project archives.
4. **Distribution:**
   - **Platform-Specific Optimization:** Optimize the video for each platform where it will be distributed (e.g., YouTube, Vimeo, social media), ensuring the best quality and performance.
   - **Metadata and SEO:** Add appropriate metadata, tags, descriptions, and thumbnails to the video to enhance visibility and searchability.
   - **Promotion and Launch:** Plan and execute a promotion strategy, including social media teasers, email campaigns, and collaboration with influencers or partners.
5. **Archiving and Documentation:**
   - **Project Archive:** Archive the entire project, including all raw materials, project files, and final exports, in an organized manner for future reference or edits.
   - **Process Documentation:** Document the editing process, including any challenges faced and how they were resolved. This can be useful for future projects or team training.
6. **Post-Mortem and Learning:**
   - **Team Debrief:** Hold a post-mortem meeting with the team to discuss what went well, what could be improved, and lessons learned for future projects.
   - **Feedback Analysis:** Review feedback from clients, stakeholders, and the audience to gauge the project's success and areas for improvement.
   - **Continuous Improvement:** Use insights from the project to refine your workflow, adopt new techniques, or upgrade tools and software. .

Clipped Segments □□

Pre-Stream Setup

1. **Content Planning:**
   - **Identify Key Moments:** Before the stream, think about the types of moments that would make great clips. These could include intense gameplay, funny interactions, high-stakes moments, or insightful commentary.
   - **Create a Stream Agenda:** Outline the segments or activities planned for the stream where clip-worthy moments are likely to happen. Share this agenda with any moderators or team members.
2. **Technical Setup:**
   - **Scene Management:** Set up different scenes in OBS with appropriate transitions. For example, you can have a “highlight” scene with zoom effects or overlays that make clip-worthy moments stand out.
   - **Stream Deck/Hotkeys:**
     - **Clip Marking Hotkey:** Set up a hotkey or use a Stream Deck button to quickly mark moments during the stream that you think could become clips. This timestamping will make finding the moments easier during post-stream editing.
     - **Instant Replay Feature:** Configure an instant replay feature in OBS to save the last 30-60 seconds of footage with a single button press.
3. **Communication with Moderators/Editors:**
   - **Assign Roles:** If you have moderators or an editing team, assign someone the role of monitoring the stream for clip-worthy moments. They can use commands or tools to mark these moments in real-time.
   - **Use of Clip Tools:** Encourage moderators and viewers to use the platform’s built-in clip function (e.g., Twitch's "Clip" feature) to capture moments as they happen. This also serves as a backup to your local recordings.
   - **Chat Commands for Clips:** Set up custom chat commands (like !clip) that viewers can use to notify you or the mods about potential clip-worthy moments.
4. **Viewer Interaction:**
   - **Clip Challenges or Highlights:** Consider setting up challenges or specific segments where viewers can anticipate clip-worthy moments. Engaging the audience this way can lead to a higher volume of good clips.
   - **Real-Time Feedback:** Encourage viewers to mention in chat when something was particularly entertaining or noteworthy. This real-time feedback can help identify moments to clip.

During the Stream

1. **Highlighting Clip-Worthy Moments:**
   - **Emphasize Reactions:** Be mindful of your reactions to in-game moments or interactions. A strong, clear reaction (whether it's excitement, shock, or humor) makes a clip more engaging.
   - **Narrate Key Moments:** Verbally highlight moments that are important, funny, or interesting. This helps signal to both viewers and editors that this is a moment worth clipping.
   - **Use On-Screen Overlays:** Utilize on-screen graphics or overlays to draw attention to moments that could become clips. For example, a "Clip That!" overlay could flash when something clip-worthy happens.
2. **Real-Time Clip Marking:**
   - **Use Hotkeys:** Press your clip-marking hotkey whenever you feel a moment could be a good clip. This will help you easily find these moments during post-stream editing.
   - **Monitor Viewer Clips:** Keep an eye on clips created by viewers during the stream. Sometimes they catch moments you might miss. Engage with them by acknowledging the clips in real-time.
3. **Stay Clip-Conscious:**
   - **Mind the Replay Buffer:** If using OBS's instant replay feature, remember that pressing the replay button will save the last 30-60 seconds. Use this for unexpected but great moments.
   - **Engage with the Audience:** Encourage viewers to keep clipping and sharing their favorite moments. This creates a more interactive stream and provides more content for post-stream editing.

Post-Stream Clip Extraction

1. **Clip Review and Selection:**
   - **Review Marked Moments:** After the stream, go through the timestamps you marked during the stream. These are your primary candidates for clips.
   - **Viewer Clips:** Review clips created by viewers on the streaming platform. Sometimes these user-generated clips capture moments you didn't mark.
   - **Quick Scan:** Skim through the stream recording, focusing on segments where you know something significant happened. This can help you catch additional moments that may have been overlooked.
2. **Editing the Clips:**
   - **Trim and Polish:** Use video editing software to trim the clips to just the essential moments. Remove any unnecessary lead-in or lead-out footage.
   - **Add Enhancements:** Consider adding subtitles, zoom effects, or overlays to make the clip more engaging. A short intro or outro can also help contextualize the clip.
   - **Consistent Branding:** Add branding elements such as your logo, stream handle, or a custom clip frame to ensure consistency across all your clips.
3. **Export and Format:**
   - **Optimal Settings:** Export the clips in the appropriate format for the platform where you'll be sharing them (e.g., 1080p MP4 for YouTube or TikTok). Consider aspect ratio changes for different platforms (16:9 for YouTube, 9:16 for TikTok).

- **Metadata:** Write compelling titles, descriptions, and tags for each clip to improve discoverability. Include relevant keywords and hashtags.

4. **Distribution and Promotion:**
   - **Platform-Specific Upload:** Upload the clips to various platforms, including YouTube, Twitch, Instagram, and TikTok. Tailor each clip's format and presentation to the platform's audience.
   - **Social Media Sharing:** Share the clips across your social media channels, tagging relevant parties, and using trending hashtags to maximize reach.
   - **Clip Compilation:** Consider compiling the best clips from a stream or a series of streams into a highlights video. This can be uploaded as a separate video on platforms like YouTube.
5. **Community Engagement:**
   - **Clip Contests:** Engage your community by holding clip contests where viewers vote on the best clip from a stream. This can increase engagement and provide feedback on what content resonates most.
   - **Feedback Loop:** Ask your community for feedback on the clips you produce. This can help refine what moments you focus on in future streams.