



Skype Interview Information Sheet:

Production: *Begin with Yes*

Interviewer(s): *Paul Boynton*

Interviewee:

Engineer: *Howard Fohlin* – howard@bellmans.com

Interview Date: (see email)

Call-in Time: (see email)

48 hours Prior to Scheduled Interview:

1. **Skype Connect:** Download Skype if you don't have it loaded. If you have **Skype**, ***please update it to the latest version.***

2. **Show Materials from You** – If you have photos or videos you'd like to include please send at least 2 days in advance if possible.
 - a. Please send them to Engineer howard@bellmans.com
 - b. Photo files look best when their size is 1920 x 1080 and greater
 - c. All videos should be 1080p or greater
 - d. Larger files can be placed in Dropbox (Email Howard to make arrangements)

3. **Video Production Instructions:**
 - a. Clean the lens to your computer camera
 - b. Find an evenly lit area, avoid bright lights or sunlit windows in the background
 - c. Make sure you face is well lit from the front

4. **Determine Location and Computer:** To optimize the video and sound results use the instructions below for your type of computer.

For Mac Computers:

System Instructions/Skype:

- Skype Input **Volume Settings**: go to *Skype > Preferences > Audio/Video tab*; make sure “**Automatically adjust microphone settings**” is selected
- System Input **Volume Settings**: go to *System Preferences > Sound > Input tab*; makes sure **Input Volume** is turned all the way up; also, make sure “**Use ambient noise reduction**” is selected.

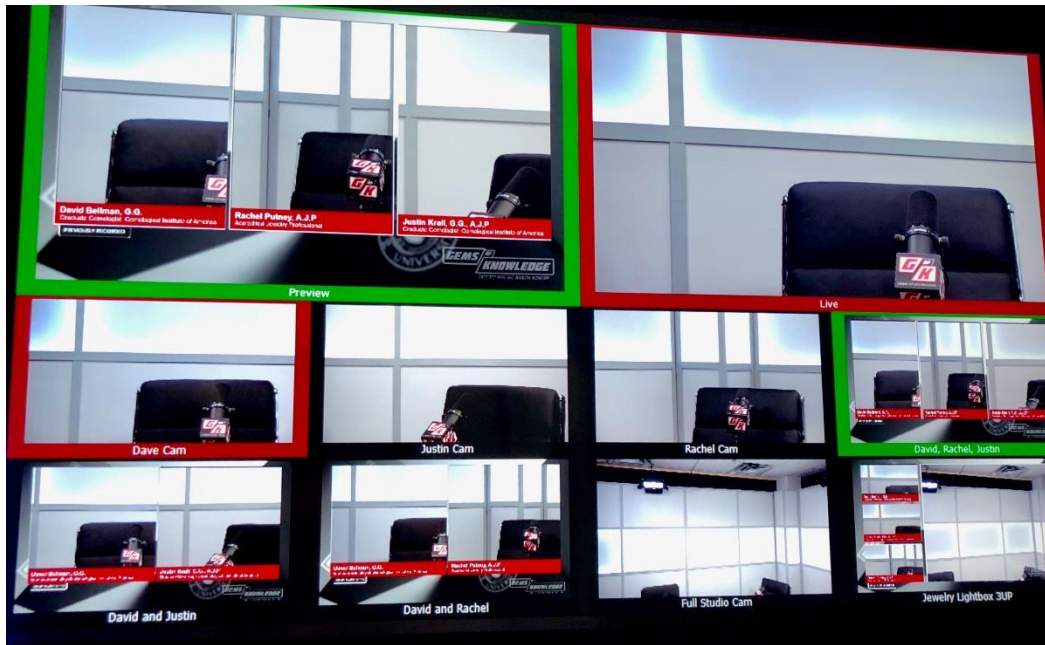
For PC Computers:

System Instructions/Skype:

- Skype Input **Volume Settings**: go to *Skype > Preferences > Audio/Video tab*; make sure “**Automatically adjust microphone settings**” is selected.
- System Input **Volume Settings**: go to *Skype > System Preferences > Sound > Input tab*; makes sure *input volume is turned all the way up*; also, make sure “**Use ambient noise reduction**” is selected

Day of Interview:

1. 15 Minutes Prior to Show Time:
 - a. Call the studio engineer on our Skype Handle: **gems of knowledge show**
 - b. Once connected, test the Internet Connection – Lighting and Sound.
 - c. If you have earbuds with a microphone plug them in to test audio quality in advance. This eliminates feedback. If you don't have earbuds we will test your computers audio upon connection.
 - d. If you are having trouble connecting call or email Howard asap. (Contact info below)
 - e. When you connect, you'll see our live video monitor (*See Screen Shot*). On the top-right in the large **Red** area is the *live feed*, in the top-right in **Green** is the *set up for the next live shot*. The views in the small boxes are all the shot options the producer has to choose from.



Contact info:

1. Host: Paul Boynton; 603-759-6016; ps27b1@comcast.net
2. Engineer: Howard Fohlin; 603-391-7523; howard@bellmans.com
3. Back-Up Number: Landline; 603-625-4653 ask for Howard in the studio.
4. Questions about SKYPE: Contact Dave Bastien – 603-505-2924.