Video Recording and Delivery - Plan

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Planning process

The answers to some basic questions will allow you to plan your video from recording to editing to upload. While each video project is unique, some basic considerations will lead you to certain services or processes.

What are you recording?
Who is the video for?
Who will record the video?
Where will the recording happen?
How will your audience see the video?

What are you recording?

If you are recording a lecture, lab or other event and plan to share this video with the general public, you'll probably want to work with one of the video service providers at MIT. If your recording is for informal use such as reviewing teaching style or as a foreign language study aid, a do-it-yourself solutionis probably best. But if you are going to review your teaching, we urge you to watch your performance with a colleague or faculty member so he or she can point out the strengths of your style, as well as ways in which you could improve. The Teaching and Learning Laboratory at MIT has on staff master teachers who will be happy to review your teaching.

If you do not need video but only want to make an audio recording and synchronize this with slides, several tools are available to help with this.

Who is the video for?

The intended audience will help you decide how the video should be recorded, when, and using which MIT service. If student privacy is a concern (such as when MIT students will be visible in the video) or when the content is not intended for public viewing (such as videos for use during the course of a class), you will need to find a delivery solution that will enable access controls. If your video is for personal review such as practicing language skills or teaching style, sophisticated recording options probably aren't necessary.

Who will record the video?

Often presence or absence of a budget determines the answer to this question. MIT Video Productions provides full-service video production, including recording, editing, delivery, and high-quality production on a fee-based system. MIT OpenCourseWare records a few videos each year as part of their standard course publication process. There is no charge for this service, but videos are only recorded as part of a larger publication of the course material on OCW. Video kits are available for self-service video capture.

For more information, see:

- Record a Video

Where will the recording happen?

Some classrooms at MIT have been specially designed to enable video recording. These classrooms are in high demand and must be scheduled by contacting the Registrar. If the room is "owned" by a particular department, the Registrar will provide that information.If the video will be recorded in a lab setting or will require special equipment (such as when recording a feed from a microscope), make sure your cameraperson is aware when you schedule the recording.

For more information, see:

- Video Production Checklist
- Record a Video

How will your audience see the video?

Once a video has been recorded and edited, it will need to be made available to your audience. In the case of web video, this will mean encoding it and posting it for delivery. Physical media such as DVDs have their own production processes and standards.

For more information, see:

- Standards for Video on Physical Media (e.g., DVDs)
- Deliver a Video

See also:

- Frequently Asked Questions (main page)
    - How can I reserve a room?
    - How can I play a video in my class?
    - How can I record my class?

- Video Recording and Delivery - Record
- Video Recording and Delivery - Edit
- Video Recording and Delivery - Archive

Can't find what you are looking for? Please email video-info@mit.edu.

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