

# How to Record & Submit a “DAY IN THE LIFE” VIDEO



Recording a day in the life video is a great way to connect with other students and share an authentic glimpse into your daily routine as a student at Columbia University School of Professional Studies.

## 1 Choose Your Story.

Pick the kind of day you want to show—class day or weekend, campus or city.

**Frame your story with your very first line:**

- “Welcome to a day in my life at Columbia University!”
- “Welcome to a day in my life as an online student at Columbia University!”
- “Welcome to my favorite places on Columbia’s campus!”
- “Welcome to a day in my life as a student studying in New York City!”

Plan 3–5 key moments to video.

**Sample on campus story beats:**

- Breakfast, commute, campus, class.
- Class, lunch with friends, subway ride downtown, evening in NYC.
- Club meeting, campus event or sports game, joining an online panel/workshop.

**Sample online student story beats:**

- Heading to work, work, gym, return home and get online for class.
- Work, lunchtime study, back to work, pick up dog from daycare and head home

*Remember: This video is for social media, so you will need to edit it to 90 seconds or less.*



## 2 Be Yourself. Film Yourself.

Relax and be natural—mistakes are fine.

Do as many takes as you want. Edit later!

Keep the camera on YOU.  
Background passersby are okay,  
but recognizable faces must  
have the person’s permission  
or be edited out.



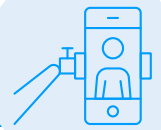
## 3 Camera Setup.

Hold the camera vertically at all times.

For filming yourself: Stay 3 to 4 feet from the camera. Give some headroom. Avoid shooting against a flat wall—depth looks better.

Moving shots: Use a selfie stick, or have a friend video you.

Still shots: Use a tripod or set the camera on stacked books to avoid camera shake.



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## Lighting.

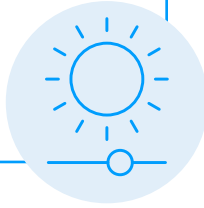
Avoid bright light sources behind you.

### Outdoors:

Keep the sun in front of you.

### Indoors:

Face a window or lamp.



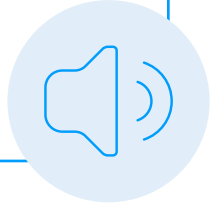
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## Audio.

**If you're going to narrate your video:**

- Record in a quiet location—at home or in a noise-free outdoor spot.
- If possible, use AirPods or mic'd headphones.
- Speak clearly and project.

Alternatively, you can skip the narration and rely on music and captions.



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## Recording Tips.

Look at the camera.

Avoid reading scripts directly—tape them above the lens if needed.

### Recording your computer screen for an online class or study session?

- Close your personal files and apps to avoid oversharing personal information
- Use "Do Not Disturb" mode to hide pop-ups and notifications.
- Record a small test clip first to check audio, layout, and video quality.



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## B-roll.

Don't forget B-roll! The most dynamic videos include you and your perspective. Shots of coffee cups, subway doors, or your cat or dog studying with you add context and texture to your video.



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## How to Submit.

The SPS media team will add captions, if needed, and an end card with the SPS logo. They will also reply with a media release form that you will need to sign. If others appear in your video, include their emails—everyone must sign a media release.

You'll get an email if your video goes live on the SPS website or social channels. We will make every effort to publish your video, but we cannot guarantee it will be posted.

Email finished reels to [spsmedia@columbia.edu](mailto:spsmedia@columbia.edu).

If the video is published on SPS social media channels, please share on your program and personal channels too.



**Inspiration** Not sure what to shoot? Here are a few examples of short, successful day in the life videos.

### On campus student examples



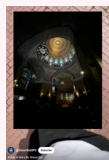
Day in the Life of a Columbia Student >



Day in the Life of a Columbia Student >



Day in the Life of a Columbia Visiting Student >



Week in the Life of a Columbia Visiting Student >

### Online student examples



On-line, Working Graduate Student >



On-line Graduate Student >