

Video Instructions

We understand that this is not a full studio production and creating videos of yourself may not be the most comfortable thing to do so please don't stress out! We want to present the best product that we can, within reason, and these are some guidelines to enable this. **Please remember the most important part is that you be yourself, be natural, and smile!**

- 1. Utilize the simplest recording equipment that you have.** This is typically a cell phone. If your knowledge and skillset allow, you may use something more advanced (i.e. DSLRs, Camcorders, Video Cameras, GoPros, Laptops/Desktops, Tablets). Make sure that your device is turned to landscape mode (horizontal) instead of portrait in order to match our other video clips.
 - a. Use a soft cloth to clean the camera lens to remove dust, prints, or any debris that may distort the video.
 - b. Ensure that you have enough space on your device to make the recording.
- 2. Try to make the video as stable as possible.** You may use a tripod, gimbal, or prop up your device in some way to avoid shakes and unnecessary movement in the video.
- 3. Get the best sound quality.** Avoid recording in rooms where the sound reverberates, echoes, or bounces off the walls a lot. An easy way to test this is the clap test: clap once loudly and listen to see if you hear any sound trailing afterwards. Try not to be too far away from the recording device. The farther away you are, the more room noise will be picked up.
- 4. Make sure you are well lit.** Our goal is to see each participant's face clearly. You can achieve this by following a few simple rules. Avoid having the sun or bright lights behind you (if it shines directly into the lens, it will darken the entire image). Try to have a light source in front of you. This can be from a window, an indoor light, or the sun. Make sure the light is not too bright on your face so that it's not washed out. As much as possible, try to capture the light evenly around all subjects.
- 5. Minimize distractions.** We want to minimize background distractions for the viewer. Some common distractions are pets, cluttered backgrounds, laundry, personal belongings, artwork, and items that make unnecessary noises. Try to record in rooms that have solid colored walls, preferably white or light-colored.
 - a. **Clothing** – To best accommodate streaming we are asking that you wear solid colors or clothing that is not distracting (i.e. loud colors/prints can affect the visual presentation). Also be mindful of your appearance as cameras can record many details that we sometimes overlook.
- 6. Prepare / Rehearse your recording.** Everyone should have a good idea of what they are going to say before they record. Some people are naturally better than others at doing things on the fly. However, if you need to, don't hesitate to write out what you will say. If necessary, print your script in a large font where you can see it and strategically place it so that it appears you are always looking in the camera.



7. **Review your recording.** Review your recording prior to submitting to the AV Team. Watch it to make sure you don't notice any issues or that there's anything in there that you don't like or distracting. If there are any glaring problems, feel free to re-record as many times as necessary until you are satisfied with your video.
8. **Submit your recording.** Please submit all video recordings by Wednesday @ 5:00 pm. See the instructions below on the submission process.

All submissions will be reviewed by a committee prior to adding to the weekly stream.



Video Submission

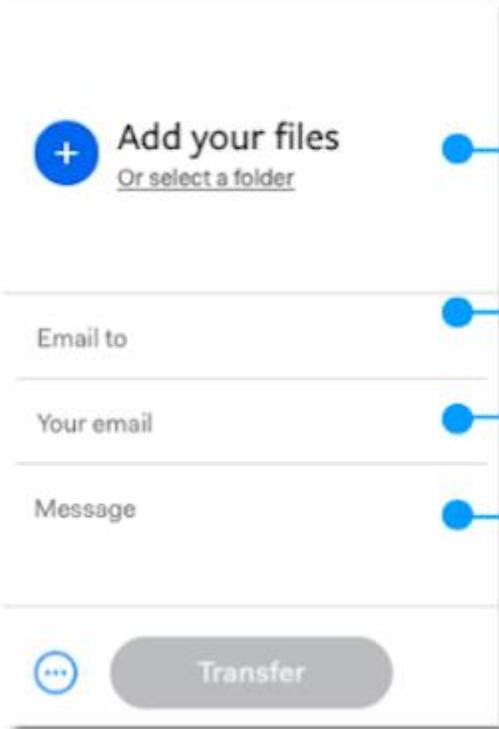
Please follow the instructions below when you are ready to send your video to the A/V team.

Desktop Instructions

Go to <https://wetransfer.com> and follow the instructions seen in the image below using these details:

- Email to: cccavuser@outlook.com
- In the Message, include the name of the person (or people) in the video and what the video is (e.g. Welcome, Special Music, etc.)

How do I send files?



The image shows a screenshot of the WeTransfer website interface. On the left, there is a form with the following elements: a blue circle with a white plus sign and the text "Add your files" and "Or select a folder" below it; a text input field labeled "Email to"; another text input field labeled "Your email"; a text input field labeled "Message"; and a grey "Transfer" button at the bottom right. On the right side, there are four blue circular callouts with lines pointing to the corresponding elements in the form. The text next to these callouts provides instructions: "Just go to wetransfer.com", "Click on the + sign and add the files you want to send, or, select a folder to upload.", "Type in the email address of the person or people", "Now type in your own email", and "Write a short message, if you want." Below the form and callouts, there is a final instruction: "Then simply hit the Transfer button and you're done. It's simple, secure, and free of charge."

Just go to wetransfer.com

Click on the + sign and add the files you want to send, or, select a folder to upload.

Type in the email address of the person or people

Now type in your own email

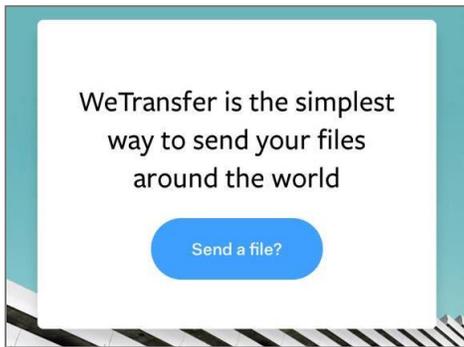
Write a short message, if you want.

Then simply hit the Transfer button and you're done. It's simple, secure, and free of charge.

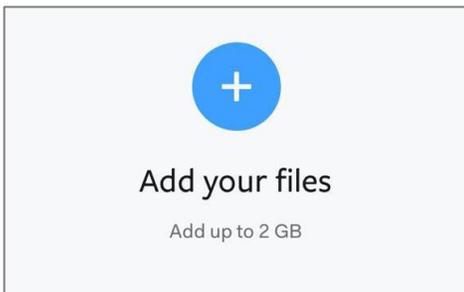


Mobile Instructions

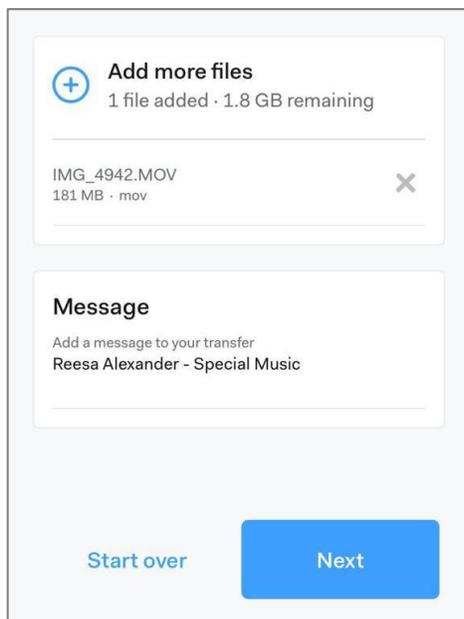
1. Go to <https://wettransfer.com> and select "Send a file?"



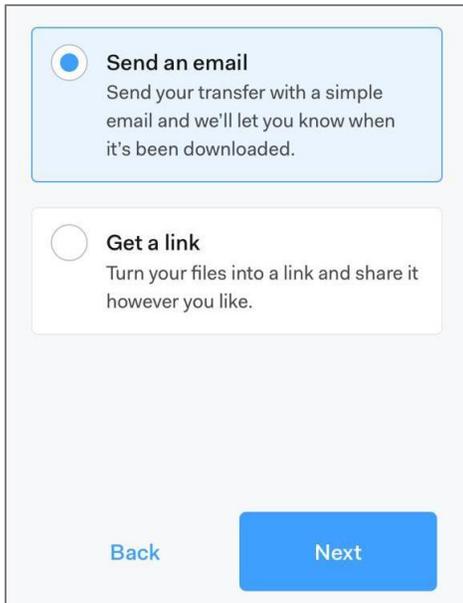
2. Select the + button and select the video from your phone.



3. Add a message that includes the name of the person (or people) in the video and what the video is (e.g. Welcome, Special Music, etc.) and then select the Next button.



4. Leave the default selection (Send an email) and select the Next button.



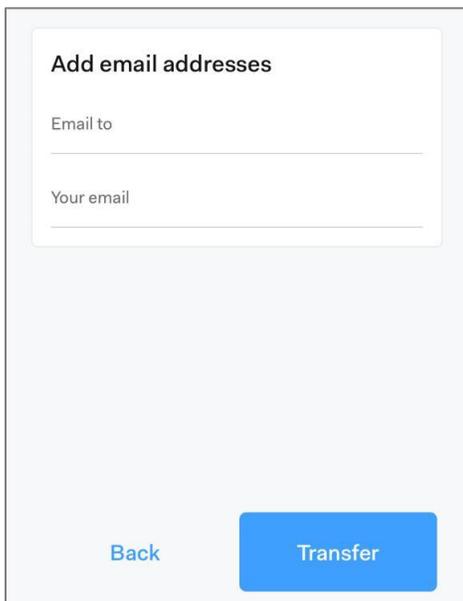
The screenshot shows a selection screen with two radio button options. The first option, "Send an email", is selected and highlighted with a light blue background. The second option, "Get a link", is unselected and has a white background. At the bottom, there are two buttons: "Back" and "Next".

Send an email
Send your transfer with a simple email and we'll let you know when it's been downloaded.

Get a link
Turn your files into a link and share it however you like.

[Back](#) [Next](#)

5. Enter cccavuser@outlook.com for "Email to" and your email address for "Your email" and then select the Transfer button.



The screenshot shows an "Add email addresses" form with two input fields. The first field is labeled "Email to" and the second is labeled "Your email". At the bottom, there are two buttons: "Back" and "Transfer".

Add email addresses

Email to

Your email

[Back](#) [Transfer](#)

