



LOS ANGELES COMMUNITY COLLEGE DISTRICT'S

# **VIRTUAL RECOGNITION CEREMONY VIDEO RECORDING INSTRUCTIONS**

During this unprecedented time, we are striving to give our students the best possible experience in participating in the LACCD Virtual Recognition Ceremony in the midst of the COVID-19 circumstances.

Thank you for your help and participation in creating a video for our students! If you choose not to participate, not to worry! It is optional.

Please follow these guidelines in preparing your videos, to ensure the best quality possible in our final video.

If you have any questions or concerns, please don't hesitate to ask!

Thank you!

*-The LACCD Team*

# 1. DEVICE



- ☑ Please use a phone, iPad/tablet or computer device to record your video. You can use your phone's camera, or a program such as Zoom or Skype to record your video.
- ☑ Please record a video of yourself waving, cheering or smiling that is **under 10 seconds**.



- ☑ Record your message horizontally.
- ☑ Please keep your device still during recording.

# 2. LIGHTING



- ☑ Please film with your face pointed directly towards a source of light such as a window or lamp. We want to avoid shadows on your face.
- ☑ Natural lighting is ideal, facing a window.
- ☑ Example:

PHOTO #1: Not an Ideal Look – Uneven light, Shadows

PHOTO #2: Better Look – Even, Natural Light



## 3. AUDIO

- Please find a quiet room to record your video.
- If others are near you, please close the door so you reduce any background noise that might disrupt your video.
- Be near your recording device, so your audio doesn't sound too far away. Speak clearly and project (but don't yell).

## 4. BACKGROUND

- It's best to have a solid or non- distracting background such as a bookshelf.
- Avoid clutter behind you or showing anything personal that you don't feel comfortable displaying.
- Example:



clutter like this is a bad look

## 5. DELIVERY

- Please upload in a .mp4 or .mov format.
- Please upload your videos here: <https://form.jotform.com/201274947204150>
- Deadline for the videos is **WEDNESDAY, MAY 20TH, 2020.**

# QUESTIONS?

If you have any questions, about recording your video, please contact us at:

**[LACCDGraduationVideos@gmail.com](mailto:LACCDGraduationVideos@gmail.com)**

We look forward to seeing your videos!

# THANK YOU!