

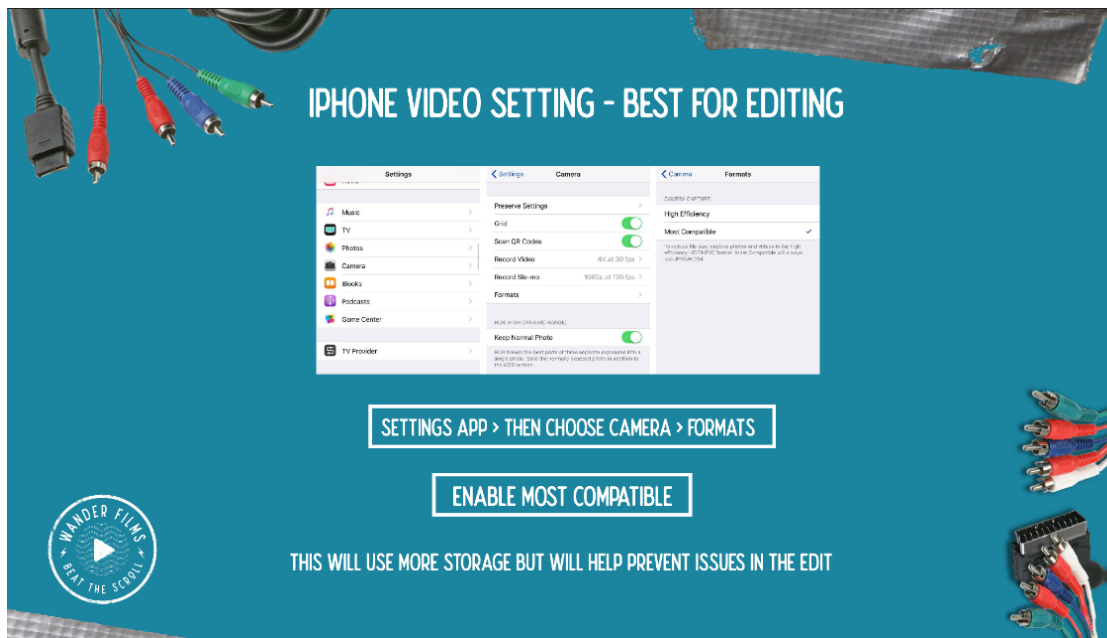


County Durham
Community Foundation

HOW TO FILMING GUIDE

- **SELFIE VIDEO:** Film with your phone - hold the phone yourself at **arm's length** - film **WIDE (phone horizontal)** - **keep steady** (don't wobble or walk around if possible) - **look into the lens** of the camera, try not to look at yourself! You can use a tripod or prop your phone against something but stay within arm's length from the camera to get good audio.
- **FILMING OTHER PEOPLE:** If you are filming someone speaking please keep **arms length distance** (for better audio). **Keep steady**. If you are filming actions and not speech, feel free to get a **variety of angles** and keep the camera steady as possible!
- **Film indoors** where possible to prevent unwanted wind noise (also **turn off the TV and aircon** - anything making a noise in the background)
- **Lighting** - film with light **in front of you (not behind)**

- If you are filming on an **iPhone** go to settings > camera > formats and enable **most compatible** (this makes editing easier)
- Please try and **speak naturally**, avoid trying to memorise things, it's best when it is organic!
- **Don't** add a filter!
- **Go wild!** Film throughout the day and **have fun with it**, we will use the best bits! We will mostly be using footage of you doing things more than you saying things.
- **Send footage to simon@wander-films.co.uk via wetransfer.com** (it is free and you can send 2gb of files) - or email us if any of this doesn't make sense!



IDEAS FOR VIDEOS

- Team activities - Virtually/Zoom (record the Zoom session AND/OR film on your phone being involved in the activities)
 - Grabbing coffee
 - Team dancing
 - General shots having fun
 - Paint your face
 - Footage showing off bright clothing
 - Virtual dance-off
- Stand out in your place of work alongside colleagues (**remember to follow Covid 19 guidelines**)
 - Dress up
 - Decorate your workstation/window/space
 - Eating or selling cupcakes
 - Paint your face
 - Dance-off
 - Exercise challenge
- Team speaking to camera:
 - "I'm standing out for Stanley by..."
 - "I'm standing out for Stanley because..."
 - What does it mean to Stand Out For Stanley?

We just want to see you guys having fun and how you are making a difference!



HOW TO RECORD A ZOOM

Starting a local recording

The host must record the meeting or grant the ability to record to a participant.

1. Start a Zoom meeting as the host.
2. Click the option to **Record**.

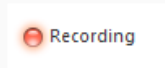


3. If there is a menu, select **Record on this Computer**.

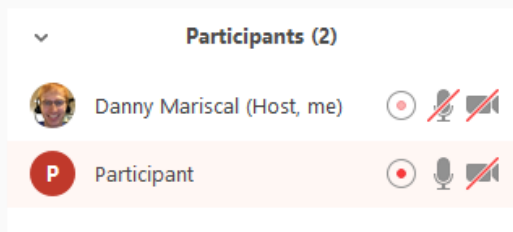
Hosts will see the following recording indicator in the top-left corner while recording is active.



Participants will see the following indicator in the top-left corner while the recording is active.

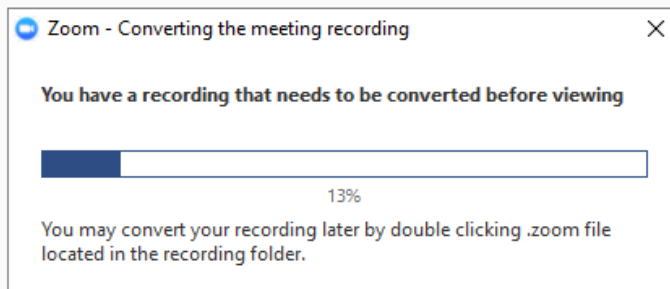


4. Click **Participants** to see which participants are currently recording.



Note: [Dial-in participants](#) will hear a message informing them that the meeting is now being recorded unless disabled by the host.

5. After the meeting has ended, Zoom will convert the recording so you can access the files.



6. Once the conversion process is complete, the folder containing the recording files will open.

Note: By default, the audio/video file (MP4) will be named **Zoom_0.mp4**. The audio only file (M4A) is named **audio_only.m4a**.