1   Film Tip   Edit Tip

1. Please read this document carefully and in its entirety.
2. Avoid video jumps like, inconsistent changes of location or illumination conditions
3. Avoid audio jumps like, different volume or noise levels between the different video takes.
4. Low audio level can ruin the video quality. Use the following video as a reference: https://www.youtube.com/watch?v=hLQl3WQQoQ0&index=1&list=PLaqGqehI35QGw5jOmtsTZ0JHxo6FX62jG
5. Edit or repeat your video takes to match the audio level of the reference video. Test audio levels before you leave your recording location.
6. Make sure all participants speak in a dynamic pace
7. Rehearse a couple of times before recording.
8. Total video duration is 0:1:15

[Distracting Backgrounds]
Most of your shots will include background elements that are part of the location where you're shooting. Make sure what's in the background of your shot doesn't draw your viewer's attention from your main subject. We've all seen live TV interviews, shot on location, where somebody in the background is waving or making faces at the camera. This is one type of distracting background you need to try to avoid. Always check what's in the background of the shot you are framing. Background clutter or distracting objects, like an overflowing garbage bin, can usually be avoided by repositioning your camera (moving it left or right, framing a tighter shot, changing the camera angle) or moving your subject. You might also be able to put the background out of focus by decreasing the depth of field in your shot. See the screen depth section for more information on controlling depth of field.

Audio

2 Title	**0:00:00**	<u>Film Tip</u>	<u>Edit Tip</u>
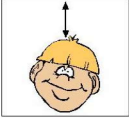
 General Recommendations

Follow this visual composition guideline

[Headroom]
Headroom refers to the amount of space between the top of a person's head and the top of your frame. Too much headroom makes the person appear to be sinking. Most novice photographers and videographers will frame shots of people with too much headroom. Take a look through some old family photos if you don't believe me.

Too little headroom places visual emphasis on the person's chin and neck. When framing shots of people, pay attention to where the eyes appear. Follow the rule of thirds and place the subject's eyes on the upper third line,

Reminder: When framing shots of people, don't forget to avoid placing the edge of your frame at one of the body's natural cutoff lines: neck, elbows, waist, knees and ankles.
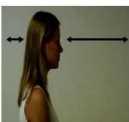
Audio

3	**0:00:00**	<u>Film Tip</u>	<u>Edit Tip</u>

 General Recommendations

Follow this visual composition guideline

[Lead Space]
Lead space refers to space in front of your subject. Leave extra space in the direction your subject is looking. You might also see this space referred to as look space or nose room. Leave extra space in front of a moving person or object, like a runner, bicycle, or automobile when following the action. Not doing so will make it look like your subject is in danger of running into the edge of your frame!

Audio

4	0:00:00	Film Tip	Edit Tip
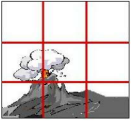
General Recommendations

Follow this visual composition guideline

[Rule of Thirds]
An offshoot of those artistic rules, used in still photography and video, is called the rule of thirds. The rule of thirds states that you should mentally divide the frame (what you see in the viewfinder) into thirds, both vertically and horizontally. What you get is like a tic-tac-toe board overlaying your screen. When you shoot your video, according to this rule, you should place your key subject elements along those lines. Where the lines intersect will be the best place for your subject. That means that centering your subject in the frame will create a less interesting composition.

In most cases you will have control over where you are with your camera. When framing your subject, move the camera so that the prominent subject elements fall along one of the third lines, preferably at a point where those lines intersect. If you can't move the camera to a good spot, try to move the subject (kind of tough if you're shooting a mountain!)

A case in point would be the placement of the horizon line in an outdoor shot. Don't center the horizon on your screen. Place the horizon on either the top or bottom third line. Which one will depend upon your subject. If you're shooting a sailboat on the ocean

Audio

5	0:00:00	Film Tip	Edit Tip

General Recommendations

Follow this visual composition guideline

[Mergers]
Mergers are another form of distracting background. Background objects or strong vectors that visually merge with your subject can not only be distracting, they can be down right humorous. Again, reposition the camera or the subject to avoid mergers.

Audio

6 Still	0:00:05	Film Tip	Edit Tip

Title and Credits

University
Course #
Project Title
Team Members
Senior II Coordinator
Date
Must be a Still with no animations

Follow time and audio recommendations.

Audio

Music Only

7 Still	**0:00:05**	Film Tip	Edit Tip

Team Picture

Identify the team members by placing a label with their names next to each team member.

Follow time and audio recommendations.

[Long Shot]
A long shot frames a wide field of view of your subject and its surroundings. It usually requires a greater distance between your camera and your subject. Most likely you would choose a wide-angle lens setting (zoomed out).

Long shots are also referred to as wide shots or establishing shots. An establishing shot establishes the subject's location for your viewers by revealing its surrounding. It might also be used to cover broad action involving several people in a large area.

Use long shots sparingly! Details are lost in long shots. Overuse of long shots is boring.

Audio
Music Only

8 Video	**0:00:30**	Film Tip	Edit Tip

Project Description

A team member, in plain natural language and with an enthusiastic tone, explains the project and its objective to a non technical audience.

Follow time and audio recommendations.

[Medium Shot]
A medium shot frames more of your subject while still revealing some of the background. If your subject is a person, a medium shot would show the person from about the waist up.

Medium shots provide more detail than long shots, which makes them more interesting to your viewer.

Audio
Audio from Video and Music

| **9 Video** | **0:00:60** | Film Tip | Edit Tip |

Learning Experience

Team Members, in active pace, provide a short description on what they have learned with the project. You can use the same location, but when switching speakers, change the position of the speakers and the camera shot (avoid the impression that one speaker disappeared and the next appeared in the same place).

Time is total, not per team member.

Follow time and audio recommendations.

Audio
Audio from Video and Music

| **10 Video** | **0:00:30** | Film Tip | Edit Tip |

Demonstration

This shot concentrates on demonstrating the project operation while a team member explains.

Follow time and audio recommendations.

[Close-up]
A close-up focuses on your viewer's attention on specific details. It demands that the viewer concentrate on the information you are giving them. In storytelling, close-ups have great emotional impact. They can also be used to give the audience information the characters in your video don't have. For example, showing a close-up of a sign reading "wet paint", right before a medium shot of your character in the process of sitting down on a painted park bench, would build anticipation and set up the audience for the laugh. You will most likely need to use a camera support, like a tripod, in order to get a steady shot. Check out the camera-handling section.

A close-up of a person would frame the subject from the top of the head to the top of the shoulders. Human emotions are best revealed in close-ups!

Audio
Voice Over and Music