

2021 Summer Bible Camp Video Recording Guidelines

April 2021

Dear saints,

Thank you for participating! Here are some helpful tips for recording your video clips.

Video recordings must be completed by **May 30, 2021, or EARLIER!**

Email or text video clips to: Xiaozhen Liu (DC), Patty Robert (DC), Stella Blosser (DL), Mary Yeow (DL), Jean Pennington (Ffx), Mishelle Esser (Ffx), or Michelle Liu (Ffx)



- **Smile and be joyful!** Talk directly to the children through the camera. When anyone starts to speak, always first introduce yourself (both adults and children) by first name (ex. "I am Mrs. Laura") or by family name (ex. "We are the Miller family").
- **Always use respect prefixes** ("Mr."/ "Mrs."/ "Miss"/ "Brother"/ "Sister"/ "Uncle"/ "Auntie") for any adults.
- Please record in **landscape (horizontal) mode**, as it would look on a TV screen, and try to have the **camera at eye level**.
- Once you begin recording, leave a **short 3 second pause** before you begin to speak or sing. Leave a **short 3 second pause** after you are finished speaking or singing as well. It might help to count in your head 3-2-1 (pause) before and after you start recording. This helps us make a smoother transition when we join different clips together in the video.
- **Keep your recording device close to the people** being recorded so that the sound is clear, and have them speak slowly and clearly.
- **Good lighting** helps too! Some saints have even recorded outdoors. Try not to record with a window directly behind you. Feel free to use props if applicable to the lesson or song.
- **Cue cards** are helpful for those who are shy or might otherwise forget their script.
- While there's no specific dress code, keep in mind that these videos may be viewed by saints beyond our immediate camp. Children and adults, please dress properly and modestly for the video. **Please have your children wear any old Bible Camp shirts while recording!** We will not have our current shirts yet but it would wonderful to see an array of old shirts.



How long should my recording be? The total video length should be approximately 30-45 minutes. Here is a breakdown of minutes per section.

- **LESSON:** up to 10-15 minutes. If there are two saints sharing the lesson content, this time is split between them and you do not have to split it evenly. If the content is long, we can edit it down. Please record in separate segments (1-2 minutes) instead of one long video. This is helpful for the editing process. Examples, skits, and Q&A should be prepared to be inserted as part of the lesson content.
- **SONGS:** approx 10-15 minutes. Each song could be 1-3 minutes each, depending on the song, and can be repeated by different participants. The first time the song is sung, please teach and use actions and hand motions. It can be just the kids, or the whole family can join in! Be joyful!

- **CRAFT:** Include a still photo of the supplies you used and the finished product. We can also fast-forward parts where you are coloring or repetitive steps.
- **GREETINGS and GOODBYES:** short greetings and goodbyes can be recorded by a wide variety of saints, including older saints, YP, and families not participating this year. Families can record BOTH a greeting and a goodbye. These are good examples:
 - “Hello children!” “Good morning, boys and girls!”
 - “Hi, my name is < > and I want to say good morning! Enjoy Bible Camp today!”
 - “Hi, we are the < > family! Welcome to Summer Bible Camp! We hope you all have a wonderful <day/week>!”
 - “Goodbye! See you tomorrow!”
 - “We hope you enjoyed Bible Camp today! See you soon!”
- **MEMORY VERSE:** If you’re reciting the memory verse, this can be about 1 minute. In post-production, a visual on-screen graphic of each memory verse will be added along with a prompt and time to read it out loud together as a family.

ADDITIONAL SUGGESTIONS:

- 1) Children - make sure they are comfortable and not nervous. Filming an “interview” may make them nervous. When they answer the question, this should be just a normal conversation between child and parent. Please record the video in a common space room in your apartment or house (living room, dining room kitchen, or even outdoors or front steps. Please do not be sitting on a bed. A room with a simpler background is helpful if we need to add subtitles or key words.
- 2) Recording - most likely, you will have to record more than once. Try recording once and view it for clarity. Check for any objects or obstacles in view. Are you looking into the camera? Are you speaking clearly enough? **Don't forget to smile!**
- 3) For a larger group of multiple screens for a greeting, record on Zoom.
- 4) If someone does not have the ability to upload the recording or their camera has low resolution, you can record on Zoom and email the file.
- 5) How to submit video clips? Email or text the video clips as .mp4 or .MOV files.
- 6) Memory Verses - it is heartwarming to see the whole family or the children, or a parent and child reciting the memory verse together. This is a good testimony.
- 7) Start all recordings first with introductions: families, children or saints introduce themselves, use first names
- 8) Proper modest attire for the children and adults in the videos (a gentle reminder as we approach summer). Wear your old SBC shirts all week!

ORGANIZATIONAL TIPS:

- Please rename your video clips with these categories: Song, Greeting, Lesson, Example or Skit, Craft, MV.
- Please rename your video clips to include part 1, part 2 if there are multiple clips for one section: (for example: Craft part 1, Craft part 2)