

Recording for Commencement Congratulatory Videos for the Class of 2021

YOU WILL NEED:

- A smartphone, iPad/tablet, or laptop with camera/webcam
- A quiet space in your home or office
- Tripod or something to support your device around eye level

LOCATION:

Select a suitable location that is comfortable for you. We leave this completely up to you!

Lighting: Avoid overly dark or bright areas in the frame (be mindful of windows behind you, it's always better if the light is facing you). Natural or artificial light should be **behind the recording device** to illuminate your face, not behind you or overhead. Diffused window light in front of your face usually works great.

Audio: Make sure there is no background noise (this includes air conditioners, fans, street noise, etc.). Also try not to be in an empty "echoey" room.

Background: You can use a virtual background, or a nice setting in your home such as a living room or kitchen that is a good place to remind your child of home, family and friends. Feel free to add some fun UPenn props, shirts, hats, etc.

CAMERA SETUP:

Film Horizontally: If you are filming with your smartphone or tablet, make sure you flip your device sideways, so you record horizontally:



Place device so you are looking straight into the camera when recording: When framing your shot, it is most flattering when the camera is at eye level or slightly above eye level.

Make sure your device is steady: If you can, use a tripod or stand. Otherwise, the device should be placed on a shelf, desk, or against another sturdy object to avoid movement.

Enable flight mode: Set your device to flight mode to avoid calls and notifications from interrupting your recording.

Clean your camera lens: We want to make sure you capture the clearest picture possible!

RECORD YOUR VIDEO:

Start Recording: Get some brief footage of you, your spouse, and/or your family smiling, waving, and getting ready to speak. Then, you can say 2-3 sentences to congratulate your child. Feel free to also congratulate some of their close friends, and the class of 2021 as a whole too!

Review: Watch your video. Listen to the audio. Make sure it is exactly what you want before submitting. The video should be approximately 10-20 seconds in length. We want to be able to include as many parents and families as possible, so videos have to be brief. Each video will be played on the large screens in Franklin Field for all graduates to see, as well as on the live webcast on Monday, May 17th.

Submit your file: Upload your final video file using this website: <https://upennundergradparents.mediashuttle.com/>