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...and throughout the mission field of South Texas

To: Retiring Clergy who wish to shoot their own video
From: Rev. Will Rice
Director of Communications & Media Center
Rio Texas Conference
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Subject: Clergy Retirement Video Guidelines

We are excited to help you offer your parting words and reflections to the clergy and lay delegates of Annual Conference. Since you are recording your own video, we want to offer some guidelines. The screens in Corpus Christi are big. We want you to look and sound your best.

Equipment

You will need access to a camera that shoots in 720p or 1080p HD. You will also need a tripod. This is essential. Hand-held shots on a large screen are bad, very bad. You will also likely need some sort of external microphone. Most of the time, the built in microphone on the camera is too far away to pick up quality audio. If you wish to use an external recorder and sync the audio, we can help with that, just let us know.

Setting

If you do not have access to a studio, make sure you find a location that is well-lit, quiet and distraction free. Pay attention to what will be behind you in the shot. Keep it simple. You don't want people wondering what is going on behind you and you don't want it to look like something is randomly coming out of your head.

Lighting

If you have access to video lights and someone who knows how to use them, great. If not, here are some tips: Use as much natural light as you can. For your video to look good, you will likely need at least two light sources. They can be as simple as an overhead light or a lamp. When you set up the shot, make sure that no part of your face is in shadow. Also makes sure that you don't appear to blend into the background.

Audio

Your video will be played in conventional hall at American Bank Center. Any sound issues with your video will be magnified by the P.A. system. Double check that the sound is clear, there is no static or background noise.

Length

You have two (2) minutes. If you go long, we reserve the right to randomly edit.

Technical Stuff

We can accept most video formats (ie. .mov, .mp4, .avi, .mpeg) however we cannot use .wmv files. If your video is in .wmv, please convert it before sending. A size of 200-500mb for each video file is normal.

If you need help editing, we would be glad to help. Go ahead and send us all of your raw video files in this case.

If you want to be a pro and edit yourself, please make sure it is in H.264 and use the native frame rate your camera uses.

Sending Us Your Video

When you are done, let us know by emailing Austin Newton at anewton@riotexas.org. He will arrange for file transfer. If you need some help with final editing, let us know, we would be glad to help.

The deadline for all videos is April 13, 2018.

Thanks! And don't forget to focus.

Peace,

A handwritten signature in black ink that reads "Will Rice". The signature is written in a cursive, flowing style.

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