

Metro Cares Community Grants

Filming Guide

Requirements

- Your video must be no longer than 1 minute.
- Your video must be no larger than 40MB.
- You must provide a brief response to ALL the following questions:
 1. **How was your nominated organisation impacted by Covid in 2020?**
 2. **What activities will grant funds be used for?**
 3. **How will this help your community reconnect and make the most of 2021?**
- Visual and audio quality must be adequate to communicate your message
- All people in the video must consent (further details below)

Materials

Camera phone (horizontal position)

Set up

- Please use a **medium close-up shot** or **medium shot** when speaking to camera. These shots will enable the audience to clearly hear and see who is speaking.
- Make sure the main source of light is in front of you rather than behind you or directly overhead, so you aren't in the shadows.
- Try to film in a quiet location out of the wind to ensure you can be heard.
- If you need a steady hand, enlist the help of friend, or set up using a tripod or a pile of books, etc.
- Think about background (having the sports team training or being in the clubrooms is more interesting than a blank wall).



Filming

- Look directly into the camera and speak as if you were talking to a friend.
- Don't worry too much if you pause or stumble – it helps keep it real.
- Write yourself a script and have a practise before you get in front of the camera. Time it as you speak it out loud to make sure you're not rushing
- Speak loudly and clearly
- Keep it succinct – if you want to provide more information than time allows there is an opportunity for further information to be provided in the grant application form.



- Before submitting your video, check the quality of the footage in case any changes need to be made – is the footage clear and volume loud enough?

Editing

You are not required to edit your footage or create multiple scenes through your video. However, if you want to get creative and flex those editing muscles, go for it! There are many free apps allowing you to do this on your smartphone in addition to computer software. Please note that your video must only meet requirements, we'd love to see you go above and beyond and it may mean we're more likely to share your application video but it WILL NOT improve your chances of receiving a grant.

File size

To upload your video it must be no larger than 40MB. If your video is too large, review the video resolution settings on your camera first, you may be able to reduce it which will create a smaller video size. If this doesn't assist, you can also google 'free video compressor' which will help you to shrink the file size. A good option is <https://www.freeconvert.com/video-compressor> which allows you to enter your preferred size in the advanced settings.

Consent

Before you capture your footage (or any photos) remember to get the consent of all those participating including the parents or legal guardians of any minors. Participants should understand that it may be used and shared by Metro and other parties across internal and external communication channels.