



# Videographer

As videographer, it is your duty to film speakers and evaluators. This is important because participants can review how they appear when speaking.

## Intro Script

*“My job is to video speakers and evaluators. This is important so that speakers and evaluations can see how they present themselves. These videos are available in the members-only section of EncinitasToastmasters.org.”*


## Before the Meeting

- Arrive 10 minutes early to set up the iPad and tripod.
- Retrieve the iPad and tripod from the Sergeant-at-Arms.
- Setup the tripod in the back of the room.
- Log into the iPad with code (find code on printed role description in SAA box)

## Role Supplies

- iPad
- Tripod

## During the Meeting

- Describe your duties when called upon by the Toastmaster. You will have a minimum of 30 seconds to a maximum of 1:00 to explain your responsibilities.
  - Use the iPad camera/video app  (not the Youtube camera) to video the speeches. Film in landscape orientation (aka horizontal). This orientation works better for our private YouTube channel.
  - While recording, do your best to keep the speaker in the center of the camera frame. If a speaker is using videos or other visual aids, try to include them as appropriate in the center of the frame, or zoom out so they are visible along with the speaker.
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- Film each individual speaker. Record from the beginning of the Toastmaster's introduction of the speaker through the whole speech until the speaker returns the meeting to Toastmaster. Do not record the minute of silence or the call for the timer's report.
- After each prepared speech, there is a 60-90 second window where the audience is given time to evaluate the speaker's speech. Use this time to upload each speaker's speech to the club's YouTube channel (see instructions below).
- Film each individual evaluator, similar to how speakers are filmed. Start the video right after the General Evaluator introduces the evaluator and end after the evaluator finishes. Start recording the next video when the next evaluator is introduced.
- After all evaluators have been recorded, upload each video to the YouTube account (see instructions below) before the end of the meeting or immediately following the close of the meeting.
- To upload the video to the club YouTube channel perform the following steps:
  - Click on the YouTube app.
  - Open the YouTube app.
  - Tap Create and then Upload a video.
  - Select the file you'd like to upload and tap NEXT.
  - The naming convention for speeches should be ETM Speech - Speaker's Name - Date [Example: ETM Speech - Jane Doe - March 20, 2024]
  - The naming convention for evaluations should be ETM Evaluation - Evaluators Name - Date [Example: ETM Evaluation - John Doe - March 20, 2024]
- If your video is 60 seconds or less and has a square or vertical aspect ratio, it will be uploaded as a Short. Learn more.

### **After the Meeting**

- Finish uploading videos.
- Return the iPad (in its box) and tripod to the SAA box.