



Filming Tasks, Schedules & Specs

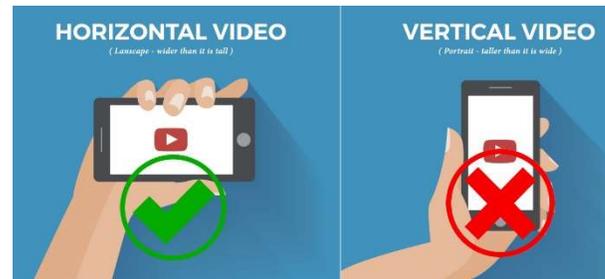
Thank you for assisting us in bringing valuable content to our members and community. The specifics of what you are contributing will have been discussed via email and/or phone. Please do not hesitate to contact us if you have any further questions or ideas! uelbridgeannex@gmail.com

Below are some basic specifications for filming content and additional information.



Filming Specs:

- Horizontal orientation (preferred but vertical content can be contributed if already existing. If using existing content, please ensure you have permission to use this)
- Close to camera (ensure you are in the centre of the frame, or to one side with an interesting (but not busy) background)
 - Your filming location should have context to what you are talking about e.g., colonial camp conditions, could be outdoors or in front of historic background, not in city centre or too modern a background.
 - If doing a 1st person interpretation, or speaking about a subject on camera, make sure you are eye level to the camera and looking directly into it, as if speaking to the audience.
- **Audio:** Test audio for quality. Ensure mic on tech is directional to what is being filmed.
 - Try and control noise e.g., road noise, outside conversation, etc...
 - Bridge Annex may add layered sounds (effects, music) and voice overs if requested or required
 - Ensure if music is being included in what you film, you either have permission to use this (proof of licensing may be required), or it is copyright free (provide name and date of composition in this case)
- **Lighting:** Ensure lighting is good – make sure you are not too shadowed or are not squinting in the light
- **Length** (filming length will be longer, below is edited lengths)
 - First Person Profiles: ~1-2 minutes finished
 - Demos: ~5-15 minutes finished
 - Presentations: ~1 hour finished (Live Q&A to follow)
- **Editing** can be done by Bridge Annex
- **When finished** put in Dropbox provided by Bridge Annex





Additional Information from contributor (individual and/or organization):

- Title of work (may include short synopsis of work – up to 100 words)
- Photo of contributor (image and/or logo)
- Still image of work (a good image indicative of content e.g., person in period dress for camp-followers profile; prepared food for colonial foodways demo)
- Short bio (up to 150 words)
- Links to contributor work, organization, projects



It is best to plan out what you are going to film.

- Design your background and practice your script before filming.
- Check the weather if you are filming outside, think about lighting changes outdoors. If filming near a window, think about changing light and shadows.
- If you like parts of various segments, we can help you edit these together into a comprehensive piece.

Filmmaking is an art – have fun and get creative! We're happy to brainstorm with you.

Approval: Bridge Annex has final approval on all content being uploaded to the Bridge Annex website and social media accounts. Bridge Annex will work closely with contributors to ensure a mutually agreed upon outcome. *Final approval will be conducted via email.*

Unless otherwise agreed upon, the content filmed will remain active on our website www.uelbridgeannex.com and social media for an indeterminate period of time.

Again, we thank you for supporting this project. We believe that in providing dynamic content, we can engage our community in continuing to explore the many fascinating and complex stories and experiences in history.

