

Riverbend Production Co.

Virtual Performance Recording Instructions

- You should have TWO devices — one to listen to the backing track (with headphones) and one to record your video.
- We recommend using a laptop to listen and your phone to record video/audio, if your phone has a good enough camera.
- Try to use the newest phone that you have access to for video recording. The newer the phone, the higher quality the camera will be.

1. Set up your camera or phone camera

- Frame the camera horizontally
- Shoot from the middle of your chest up, so we can see your face
- Look directly into the camera
- Stand in front of a clean, solid background (solid colored walls preferred to avoid any distractions in the background)
- Wear a plain black shirt

2. Record yourself singing the song.

- Record yourself singing the song while listening to the backing track through HEADPHONES
 - Bluetooth headphones would be preferable if you have them
 - Some people like to use just one ear so you can hear yourself
 - If you are using headphones with a wire, please place the cord down your back so it is not dangling in front of you
- Listen for the cue to clap before it starts. Please clap on camera, and then put your hands down before you start singing. This helps us to line up the audio and video from everyone.
- Please wait a few seconds after the song ends to stop recording
- You may want multiple takes, but please choose only the best take to submit.

3. Upload your video(s) to the “Video Uploads” form **(linked in each form)**

- If recording from a smartphone, the video will save to your camera roll. You should access the CSWS page (<https://imeacf.memberclicks.net>) from the web browser on your phone, and upload the video directly

from that device. *(Do not email or text the file to yourself to maintain quality.)*

- If recording from a camera (not a phone), upload the video to your computer. Access the CSWS webpage from your Internet browser and follow the form to upload the file from the location it was imported to. (We would suggest uploading the file and moving it to your desktop for easy upload.)

Video Tips:

- Put the camera on a steady surface, 2-3 feet away. Please try not to hold it if possible, and try to set it at an angle that is not looking up or down at you.
- Find somewhere with good lighting - make sure light is hitting you but avoid standing in front of windows or bright surfaces, and avoid downlight that casts shadows on you.
- Check out the background and make sure you're comfortable with everything that is on camera
- Consider recording a few seconds of video to check that you are framing yourself correctly.
- Everything should be shot inside

Audio Tips:

- You might want to sing for a few seconds and then watch the video back to make sure sound levels are good
- If you sing too loudly, the sound quality might degrade
- Make sure that the music is soft enough in your headphones that we can't hear it on the video!