



# RECORDING INSTRUCTIONS

Please use the following recording steps as a guide while recording your video for submission. Use the checklist provided to ensure your video has been recorded in the correct format and setting. Note that there are separate recording instructions and checklists for Instrumental/Vocal and Colorguard/Dance. Please follow the instructions for your performing area.

## THINGS YOU WILL NEED:

### Two Devices

- One to view the Virtual Classroom materials. We recommend a desktop computer (Mac or PC) or Tablet (iPad, Samsung Tab, Microsoft Surface, etc)
- One that can record video and audio. We recommend a Tablet (iPad, Samsung Tab, Microsoft Surface, etc) or Smartphone (iPhone, Android, Windows, etc)

**Headphones (Instrumental or Vocal)** - Plugged into the first device where you can see and hear the Virtual Classroom materials.

**Sound system or Bluetooth speaker (Colorguard or Visual ONLY)** - To play music out loud.

**Music** - Print out your sheet music or view it on a third device. (not needed for Colorguard)

**Music Stand** - Position your stand so you can view your music along with the device with the Virtual Classroom materials. (Not needed for Colorguard)

**Chair or Tripod (Colorguard or Visual)** - Position your recording device on a chair or tripod for the best possible recording angle.

## STEPS TO RECORD FOR INSTRUMENTAL AND VOCAL:

**Step 1:** Position yourself so you can view your music and the device displaying the Virtual Classroom materials.

**Step 2:** Plug your headphones into the same device displaying the Virtual Classroom materials.

**Step 3:** Adjust the recording quality on your device. We suggest you make the following adjustments in your device's camera settings:

- Change video to record at a minimum of 720P at 30 frames per second
- Change audio to record in Stereo Sound

**Step 4:** Position your recording device so that it is vertical (up and down) in portrait or selfie mode. Your image should span the lower 2/3rd's of the screen.

**Step 5:** Check your recording environment. Be sure the area where you choose to record does not have echo or reverb when you play your instrument or sing. You should record in a dry environment for the best recording results.

**Step 6:** Check your lighting. Be sure lighting is in front of you. Choose your background and attire carefully to ensure we can see you clearly.

**Step 7:** Countdown. You will receive a five second countdown before the piece begins. Please say the words "Three, Two, One" with the countdown to provide our editors with a clear starting point for your recording.

**Step 8:** Now that you are ready to record, the video on the Virtual Classroom will instruct you when to begin recording yourself and when to stop. This is a test, so the length in which you record will be shorter than the length of the piece you are working on. Please watch the video and begin recording when prompted.

**Step 9:** Review your recording. Please view the checklist below while watching your recording to ensure your video is correct and of the highest quality.



# RECORDING INSTRUCTIONS

## STEPS TO RECORD FOR COLORGUARD OR VISUAL (CONDUCTING):

**Step 1:** Position your first device so you are able to hear the audio playing from the recording video when performing. Using a sound system or Bluetooth speaker is recommended. \*Please make sure the audio from the recording video is picked up by your recording device as well.

**Step 2:** Adjust the recording quality on your device. We suggest you make the following adjustments in your device's camera settings:

- Change the video to record at a minimum of 720P at 30 frames per second
- Change the audio to record in Stereo Sound

**Step 3:** Position your recording device so that it is vertical, in portrait or selfie mode (preferably near your first device). It is recommended that your recording device is on a chair, tripod, music stand, or table; not on the floor or held by another person.

**Step 4:** Ensure that your recording device will capture all of the choreography, work, equipment, hands, baton you use. It is recommended that you mark a dot or area on the ground for you to stay inside/near in order to be captured by the recording device for the entire length of your performance.

**Step 5:** Check your lighting. Be sure lighting is in front of you. Choose your background and attire carefully to ensure we can see you, your work, choreography, or conducting clearly.

**Step 6:** Countdown. You will receive a five second countdown before the piece begins. Please say the words "Three, Two, One" with the countdown to provide our editors with a clear starting point for your recording.

**Step 7:** Now that you are ready to record, the video instructions on the Virtual Classroom will instruct you when to begin recording yourself and when to stop. This is a test, so the length in which you record will be shorter than the length of the piece you are working on. Please watch the video and begin recording when prompted.

**Step 8:** Review your recording. Please view the checklist below while watching your recording to ensure your video is correct and of the highest quality.

## CONDUCTORS

Please also refer to the OVE Recording Instructions for Conductors PDF supplied by [spencer@ourvirtualensemble.com](mailto:spencer@ourvirtualensemble.com)



# REVIEW YOUR RECORDING CHECKLIST

## REVIEW YOUR RECORDING CHECKLIST FOR INSTRUMENTALISTS AND VOCALIST:

- Did you record your video for the duration of the piece? - Remember to record your rests, we need them! (Please note, for the test recording you will not need to record the entire piece.)
- Did you tune before you started recording? - Please be sure your instrument is in tune before recording!
- Is your image in the recording frame in the proper ratio? - Record using portrait selfie mode with your image in the lower 2/3's of the screen.
- Did you move all obstacles/objects out of your way and out of the frame (furniture, plants, other people, etc)?
- Is there any background noise? - Your audio should not include the click track (USE HEADPHONES), dogs, birds, other household sounds.
- Is your device picking up quality audio from your voice/instrument? - You may be too close or too far from your device. If you are using a computer to record yourself, you can adjust the level at which your computer will record your audio. Please use Google or ask for assistance with audio recording issues.
- Is the lighting in your recording at the optimal level? - A dark setting may not pick up your face and/or instrument and too much light may cause glare.
- Did you play your music in time? - Look for noticeable places in your performance where you slow down or speed up. Try counting out loud while watching your recording.
- Are the rhythms and articulations in your performance clear when you playback the recording? - Be sure quarter, 8th, 16th, and triplet rhythms are clear and in time, articulations are clear and not muddled by your recording device or the area you recorded in.

## REVIEW YOUR RECORDING CHECKLIST FOR COLORGUARD AND DANCE:

- Did you record your video for the duration of the piece? - Do not skip recording your rests, we need them! (Please note, for the test recording you will not need to record the entire piece)
- Did you move all obstacles/objects out of your way and out of the frame (furniture, plants, other people, etc)
- Is your equipment placed in an easily accessible place (i.e you do not have to run off camera to grab something)
- Are you in the recording frame? - Be sure all of your movements and work with equipment are done near the markings you have placed on the ground and are captured by your recording device
- Can you hear the music playing in the background? - It should be loud enough for you to hear in when watching your video
- Is the lighting in your recording space too dark or too light? - A dark setting may not pick up all of your movements, too much light may cause glare.
- Did you perform all of your movements in time with the recording? - Count out loud when watching your recording to see if you are moving in time.