

## 2021 Kenny Awards Self-Filming Guide

Even though the Kenny program looks very different this year, the show must go on! Follow this step-by-step guide to record your performances as closely as you can for our Kenny Adjudicators. Please also watch the video link at the end of this document if you need a visual guide.

### SETUP

These are the things we'd recommend in making your video look and feel as professional as possible. We know everyone's homes are set up differently and not all of this is going to be doable, but take a few minutes and try to accomplish as many of them as you can in order to make your portion of the video look nice!

1. For these video submissions you'll need multiple devices: one to record your video, one to play the music for your song or dance.
2. Use your best judgement to decide which device to record your video with, preferably with the best audio/video quality. Test the microphone and camera on your devices to compare by recording samples of yourself standing 5 to 6 feet away.
3. Next, we need to set up our recording space. Follow these steps as best you can:
  - Find a quiet, isolated place to record your videos. Turn off televisions and music, keep pets from making noise or entering the frame, and ask anyone in your house to stay quiet while you're filming. If you hear traffic outside, close or avoid open windows.
  - If you're recording your videos during the day, face as large a light source as you have. Natural light from windows and skylights is going to look a lot better than the lights you'll find in most homes. Have fun and be creative with your lighting. For example, hanging a thin white bed sheet over the window will make the light extra soft.
  - If you're recording your videos at night, the important thing to keep in mind is that you should be able to see your face clearly. This means that you should position yourself so that there are no large shadows on your face and no bright light sources in the background. The light that is hitting your face should be mostly coming from behind the camera or to the side. Lastly, check that any light sources that are visible in your shot are not so bright as to make the rest of the image go dark.
  - Position yourself so that your main light source is hitting the front or side of your face. Avoid bright windows or lights in the background of your video.
  - If you choose to record outside be careful to avoid the sounds of nature, traffic, and wind interfering with your recording.

- Give yourself enough room to perform by standing at least 3 to 5 feet away from your background.
  - If recording with a smartphone, film your video *horizontally* like a movie screen. Do *not* record vertically or your video will not match the other performers if and when we need to edit them.
  - Keep your video stable by positioning your recording device at eye-level. Finding a place to prop up your recording device can be difficult, so get creative! We recommend using a bookshelf, stacking objects, or using a tripod. Use whatever you have at home to keep your recording device steady and at eye-level.
4. Your position in the video frame may vary depending on the creative look you are going for, but here are some good rules of thumb to follow:
- The top of the frame should be just above the top of your head, leaving space in between.
  - The bottom of the frame should be just above your elbows.
5. If you are recording a vocal or dance submission, have the track ready to play on your playback device before you start recording.

When you're ready, take a moment to relax, and then hit record!

#### FILMING TIPS

1. First off, there is no need to press play and begin the performance the moment you press record. We may need to edit this video for an award ceremony or to share with media, so press record on your recording device, take a moment to prepare yourself, and then, when you feel ready, slate your submission, press play on your playback device and do your thing! The awkward time at the beginning of the video will be edited out, we promise.
2. Remember, you get as many tries as you want, so there's no need to be nervous.
3. If you make a mistake, stop the recording and start again! Try as many runs of it as you need to have a full, uninterrupted video of your song. When you're finished, simply watch them back and choose the one that you think best shows off your talents.
4. Stop your recording device and start it again after each take of your performance. This will stop the videos from being too long and the file sizes from becoming too large.
5. Wait five seconds after you start recording before you say your line or start your performance and wait ten seconds after finishing before stopping the recording.

6. Choose **one** take as your favorite and send it in to Jen Mysliwy at [jmysliwy@sheas.org](mailto:jmysliwy@sheas.org).

When you've finished filming your segment, you'll need to upload the video you just recorded to the internet so we can access them.

## UPLOAD

We are using a service called WeTransfer to send files over the internet:

1. Go to [www.wetransfer.com](http://www.wetransfer.com) using the web browser of the device you filmed on. If prompted to create an account, click "No thanks" at the bottom of the screen. If asked about "cookies," click "okay." **Click "Send a File?"**
2. Click the blue **+** next to "Add your files." For **Android Phone** users, select "files", and your most recently created videos should appear near the top. For **Apple iPhone** users, select "Photo Library" and then "Videos." If using a **PC or laptop**, the "Add Your Files" prompt will ask you to navigate your computer for wherever you saved your videos.

***Send multiple videos in a transfer at a time (up to 2 GB per transfer) to minimize the number of transfers you need to send.***

3. In the "Message" section, please type your **first and last name, Acting, Dance or Vocal**, as well as the **title of the piece you recorded**
4. In the "Email to" section, please type [jmysliwy@sheas.org](mailto:jmysliwy@sheas.org) PLEASE make sure email is correct or it will not get to me.
5. In the "Your email" section, type your own email.
6. Click "Transfer"
7. In a new tab, check your email - You will receive an email from WeTransfer with a code. Type this code into the "Verification Code" section and click "Verify."
8. Your phone should then show a percentage, which will count to 100. This may take a few minutes. When your file has transferred 100%, you will receive a confirmation email. You will receive a second confirmation email when our team has successfully downloaded your file. In some instances, it is better to use a wifi signal than to use data, the transfer will go quicker. Please make sure that you have spelled the email correctly [jmysliwy@sheas.org](mailto:jmysliwy@sheas.org)
9. Repeat these steps for each video submission.

