

## ***Becoming Ambassadors of Change: Impacting Communities at Home and Abroad***

### **Helpful Hints for Presentation Development**

#### **Choose your format**

Decide between a video, an audio recording/visual project, or a live presentation.

#### **Assign Responsibilities**

Once you have decided on your format, make sure that every member of your group knows what their role is and how they can best support the team.

Possible Roles Include:

- Team Leader
- Writer
- Editor
- Photographer/Videographer
- Producer
- Presenter
- Graphic Designer

#### **Develop a Narrative Theme**

- What will you be able to accomplish at home because of this experience?
- What was the most important thing I learned during my fellowship?
- What have you discovered in common about your American fellowship experiences?
- What have been the greatest challenges throughout your American fellowship?
- What has surprised you most about your American experience?
- What have you enjoyed most about your American experience?
- What did you learn about leading change?

### **Cell Phone Video Recording Guide**

#### **1. Get the Wide Shot!**

Remember this: All cell phone videos should be horizontal. It's tempting to turn the phone and frame a video shot, but that will be sideways when you watch on your computer or TV!

- Use the [rule-of-thirds](#) to position your subject.
- Find an interesting, but not overly distracting, background.
- Pay attention to the amount of space between the subject's head and the top of the frame (called head room). It should be about 10% of the total height of the shot.

## **2. Record Phone Videos Outdoors**

Bright light makes everything look better, including and especially cell phone videos. If the light seems dim to your eyes, it is likely too dark for your camera.

For the best quality, shoot outdoors, but out of direct sunlight. The colors will pop and the video will be the best you'll ever get from your phone.

## **3. Keep your fingers away from the lens on your phone.**

## **4. Keep the Mic Clear**

Make sure you know where the mic on your cell phone is, and keep it uncovered and clear when you're recording video.

## **5. Keep Your Phone Steady**

Phones are so light that it's easy to jiggle them when recording video. For steadier cell phone videos, you can invest in a tripod - or make one yourself, either with your elbows resting on something or braced at your sides.

## **6. Keep the Mic Close and Be Aware of Location**

- Move slightly away from the crowds or noisy area and other areas where background noise will distract from your subject
- Move in closer to your subject
- If they are a soft talker, ask them to speak up

### **Common mistakes:**

- Avoid zooming in and out with your camera.
- Walking/moving shots. Avoid these as much as possible, as they create shaky, unusable footage.

## **Audio Recording Guide**

### **1. Be as close to your subject as possible**

The microphone on cell phones are not very powerful, so be sure you are as close to your subject as possible without distorting their speaking voice.

### **2. Microphones are directional**

For the best audio quality, be sure that you are pointing your microphone towards your subject.

### **3. Record your surroundings**

A short recording of your surroundings can help in the editing process, if you lay your spoken track over the ambient sound.

## **Live Presentation Guide**

### **1. Make your slides visually compelling**

Your slides should tell your story visually, without too much text.

### **2. Script every speaker**

Make sure your speakers know what they are going to say and how they will present your group's project.

### **3. Practice!**

Your speakers should practice their scripts before presenting to ensure your team does not go over the time limit.

*If you have any questions or need guidance please contact Gabriel Bastomski at [gbastomski@acypl.org](mailto:gbastomski@acypl.org).*