

# DIGITAL FESTIVAL OF STORYTELLING

## HOW TO RECORD YOURSELF OR OTHERS

Hi, and welcome to the Hounslow Digital Festival of Storytelling.

Thank you for participating in the Festival. Our aim is to make this a community-oriented festival which will give you tools and, we hope, inspiration and encouragement to share your stories. We are asking all participants to capture their stories digitally – on your mobile phones, computers etc – and sent to the Council to form an oral history collection for the future.

Thank you in advance for your generosity in sharing your stories.

### OUR TOP FIVE TIPS:

#### 1. TEST RUN

Do a test run to make sure the sound and lighting work. Be sure to turn off any alerts and ringtones on your mobile phone for the duration of your shoot.

#### 2. HORIZONTAL FORMAT

The stories will be part of a collection, so please record your videos horizontally. Don't worry too much about your background! We love to be able to imagine where you work, live, or the places that inspire you, which come in all shapes and colours.

#### 3. THE FRAME: CONNECTING THROUGH THE EYES

They say that the eyes are the windows to the soul – they are also a great way to connect with the audience and keep their attention. We want the audience watching your story to see your face talking directly to the camera.

Ideally, we would like to see a close-up shot (where we can see your shoulders and head) or a mid-shot (where we can see from your waist up).

You can use either your webcam, a camera or your mobile phone. Feel free to use a tripod if you need to, it will help keep the frame steady.

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Below are two examples of what we'd like to see:

Close-up shot:



Mid-shot:



## 4. LIGHTNING AND SOUND

Try to shoot in as much natural light as possible. Position yourself facing the source of light (a window, lamp).

Good audio (sound) is the key to making a good video on your mobile phone. If the sound isn't right, the video won't be. The microphone on your mobile is not directional, so will be prone to pick up and amplify any unwanted background noises.

If you're doing a piece to camera, make sure your location is as noise-free as you can. Try to avoid recording where there is a lot of background noise.

## 5. DOUBLE-CHECK

Once you have recorded your story and you think you are ready to share it, double-check that the video or audio is the file you want to send. By double-checking, you might notice things that you haven't seen before – so you still can make some tweaks if needed.

Once you have recorded your story, please send us an email with the file (it can be through WeTransfer or other sharing platforms) to [summerofculture@hounslow.gov.uk](mailto:summerofculture@hounslow.gov.uk).

Do contact us using this email address if you have any questions.

Thank you and looking forward to hearing your stories!

Hounslow Culture Team