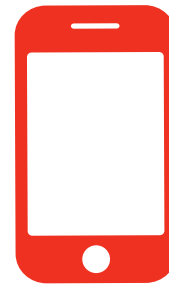


SPEECH FILMING GUIDELINES

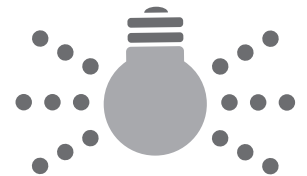
Before you start filming you will need:

- ✓ A smartphone
- ✓ A quiet space (even quiet background noise can be picked up by microphones)
- ✓ A room with good lighting (top tip: make sure your face is clearly visible)
- ✓ Someone to indicate the times to you so you can make sure you don't run over – we recommend they signal to you at 1:30, 2:00 and 3:00
- ✓ A tripod, pile of books, or some way to ensure that the phone doesn't move too much during filming



It would also be helpful but not essential to have:

- ✓ A clear background – a plain wall works well
- ✓ Capacity to film in 4K



Make sure you have checked the speech filming requirements:

- ✓ All speeches to be filmed on a smartphone
- ✓ All speeches to be filmed landscape
- ✓ Shot to include at least the head and torso of the speaker
- ✓ All speeches to be filmed in one continuous shot
- ✓ Phone to be held in a static position throughout (no zooming in or moving around)
- ✗ The timing rules will apply so please be aware that there is a penalty if your speech exceeds the three-minute limit
- ✗ No special effects or edits



How to film your speech:

- 1 Set up your phone so that it won't move during filming e.g. using a pile of books
- 2 Test your audio – can all of your words be heard clearly?
- 3 Film a short test – can your torso and face be seen?
- 4 When you are ready to start filming, press record and get in to position
- 5 Count to 3 in your head before you start speaking
- 6 Film your speech in one continuous shot
- 7 Count to 3 in your head after you have finished speaking
- 8 Stop recording



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