



## UIW Veterans Day (11 Nov 2020) Virtual Ceremony Video Requirements

In keeping with our tradition of recognizing and honoring our Cardinal veteran community, we are asking all veterans (students, faculty, staff, and alumni) to submit short videos to be utilized in the ceremony.

The video can be taken on your phone. Our professional videography team will edit the clips and turn them into a mosaic video to be included as part of the virtual ceremony.

Please submit your video no later than noon, October 21, 2020.

### **Before you film:**

1. Make sure camera is **horizontal**.
2. Make sure the lens is clean.
3. Make sure you have good front lighting (no windows behind you or backlighting).
4. Make sure you film in a quiet controlled room (no echo or loud AC units).
5. Make sure you say your name and title before you start (so we can identify everyone.)
6. Make sure your phone is on airplane mode.
7. Make sure camera is at eye level, filming waist up.
8. Make sure camera is not too far from you so we can have clear audio.
9. Make sure camera settings are on standard video mode and not slow motion.

Information to send us that we can edit and add to you video: (example we can add your name and branch of service to the start of your video)

- Your name • Branch of service • Rank
- Any additional information you would like us to include (If UIW employee where you work or what you teach or current occupation/employer)

Please upload any pictures you would like to include in your video (example a picture of you in uniform). You can also upload any pictures of loved ones who are veterans as well.

Please note: Videos will be edited before presentation. Videos longer than 30 seconds may be cut down.

Upload video to the listed SharePoint link here: [https://studentuiwtx-my.sharepoint.com/:f/g/personal/gollab\\_uiwtx\\_edu/EhQ8Xn2w0glAjukeCBi5Y5sBxIHPk0B2747juRkBW9112w](https://studentuiwtx-my.sharepoint.com/:f/g/personal/gollab_uiwtx_edu/EhQ8Xn2w0glAjukeCBi5Y5sBxIHPk0B2747juRkBW9112w)

We look forward to another great event to honor our community's military members and veterans, even if we aren't able to do it our usual way this year.

If you have any video questions or comments, feel free to reach out.

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For tips on recording a video, see the PowerPoint at [https://studentuiwtx-my.sharepoint.com/:p/g/personal/jweber\\_uiwtx\\_edu/Ed2zpuWkb7RPmFYVa0Dl29YBmSBrzghXfthst1w9jQS5bg?e=IJPtf3](https://studentuiwtx-my.sharepoint.com/:p/g/personal/jweber_uiwtx_edu/Ed2zpuWkb7RPmFYVa0Dl29YBmSBrzghXfthst1w9jQS5bg?e=IJPtf3)