

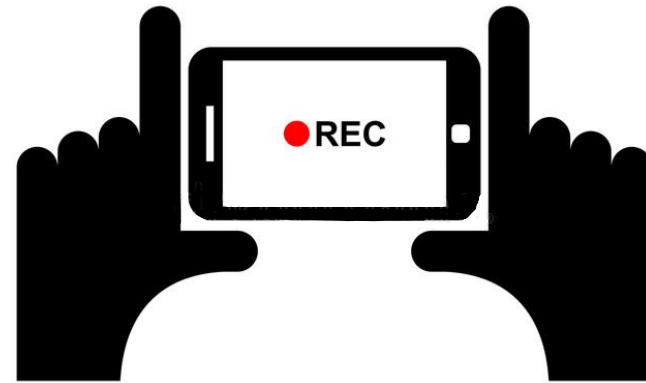


RIAM SPOTLIGHT AWARDS

RECORDING GUIDE

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CONGRATULATIONS!

You are a RIAM Spotlight Award winner!

If you wish to have your performance included in our Virtual Concert Hall, please follow these instructions to make the best quality recording of the piece for which you have been recognised.

We recommend that you seek assistance making a recording and, if possible, with your teacher. You will also need to ask your teacher if they wish their name to be included for recognition.

You will receive this award with or without recording your performance, but we would love you to submit a recording if you are comfortable to do so.

While we cannot guarantee the release of every recording, we assure you that each submission will be carefully reviewed. Please note that we are unable to accept resubmissions.

SUITABLE ROOM & BACKGROUND

- Use a quiet room (no background noises from pets, TVs, cookers, family!)
 - Try to use a smaller room with soft furnishing if you have one.
 - A room with natural light is best; set up with a window in front of you. Do not shoot a video with a window behind you.
 - If natural lighting isn't possible, try to use a lamp/light in front of your face, behind the camera (just not too bright)
 - Your background doesn't need to be plain but not too busy. Make sure nothing you don't want to be seen is on show.
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RECORDING DEVICE

- To make things simple we recommend that you create your performance videos using your smartphone (if you are confident with a DSLR camera then go for it!)
- Here are some instructions on how to ensure your phone is on the right video settings, we've highlighted the main phone types below:

Apple iPhone

Go to Settings > Camera > slide button to turn on 'Grid' (this will help with framing). Then click into 'Record Video' > ensure this is set to '1080p at 30 fps'.

Samsung

Open Camera App > Video Mode > Click Cog top of screen > Depending on whether you are using the front camera (selfie) or rear camera > Rear Video Size > Resolution > FHD (60 fps) 1920x1080 OR Front Camera Size > Resolution > FHD (60 fps) 1920x1080.

Huawei

Open Camera App > Video Mode > Turn camera to whatever way you are recording (selfie or rear)
> Setting icon (cog) top right > Resolution > Choose Resolution: 1090p FHD and Format: H.264

Xiaomi

Open Camera > Top rich you will see something like '4k UHD' click on this > Settings > Video
Quality > 1080p, 30fps

One Plus

Open Camera App > Video Mode > Turn camera to whatever way you are recording (selfie or rear)
> slide across to Video mode > across top of screen slide to select 1080p (30 fps).

Zoom Q4n Video Recorder

Open Video Setting > (HD 1080/30 24Mbps 1920 × 1080 30)

BEFORE YOU RECORD

- You may need to remove any case you have on your phone covers as they may affect the recording quality.
 - If you have a tripod for your phone, please use it. Avoid using soft items to prop up your phone, as this may compromise your audio quality. The video must not be shaky, so please avoid someone holding the phone or unstable surfaces.
 - If you do not have a tripod at home, click here to see how to make a simple home-made version: [Home-made Tripods](#)
 - Please use your device horizontally, NOT in portrait mode (turn your phone to its side)
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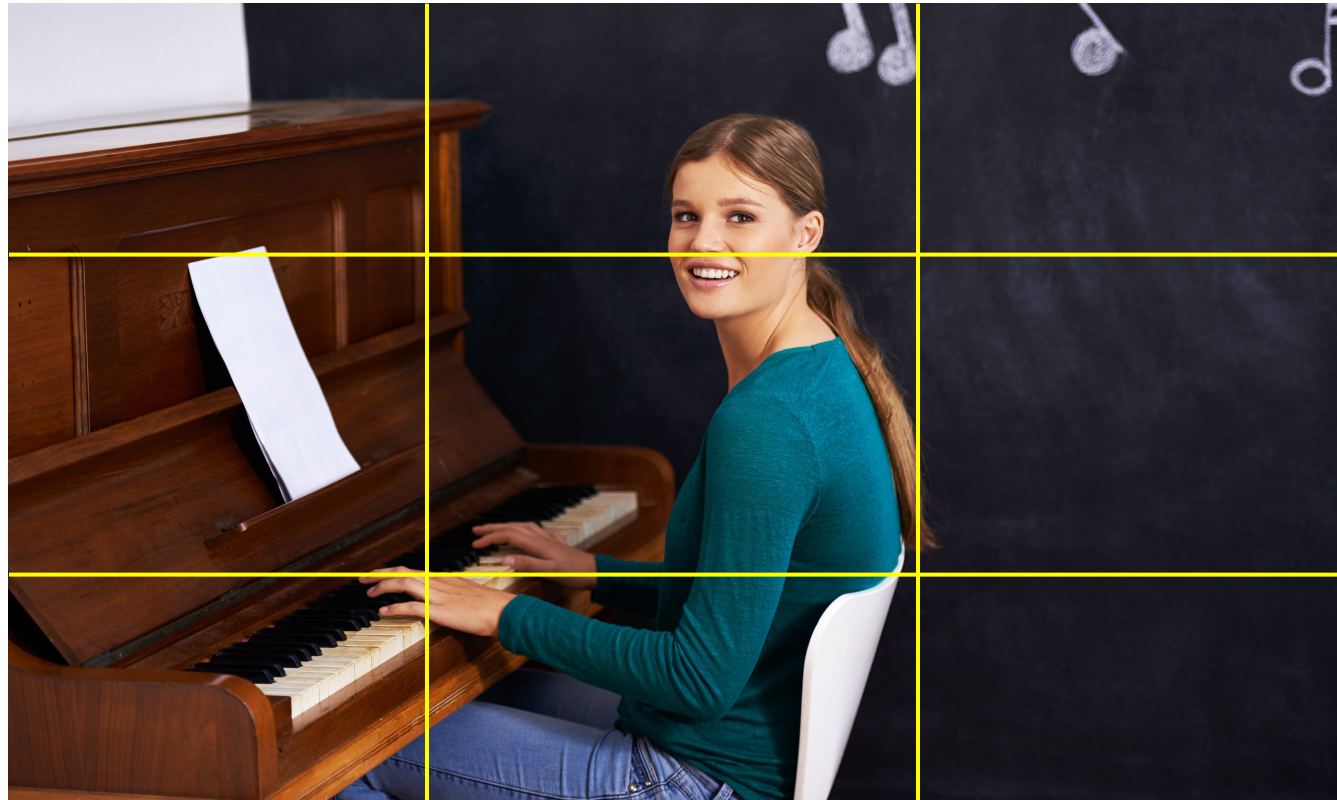
VISUALS

- The recording device should be at head height or slightly above that of the performer.
- The video should show some space above the performer's head (see example below) and frame the performer in the middle of the screen.
- Remember that your video performance may be viewed by the public
- **Drama students** may enhance their performance with props and/or appropriate costume
- **Music students** need to ensure they and their instrument can be seen whilst recording the best-quality sound.



Depending on its size, you may need to be further away from the camera.

VISUALS: MUSIC



VISUALS: DRAMA



INTRODUCTIONS

- If you're happy to do so, please introduce yourself by telling us a little about yourself and what you will perform.
 - When talking to the camera, take your time, speak clearly and slowly and project your voice (but don't shout!)
 - Smiling throughout lifts the sound, helps you project, and looks friendly and welcoming.
 - Try to have fun! Recording yourself is not easy, but remember, you are a Spotlight Award winner!
 - If it helps, you can print off the page, fill in the information, and have it behind the camera to read from. Ensure to seek your teacher's permission to include their name in the intro!
 - If you feel more comfortable having someone make the introduction on your behalf, you are free to do so; once they follow the same format, move off-screen for your performance.
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INTRODUCTIONS

For your introductions, please print off this page, fill in the blanks, place it behind the camera when recording, and simply read it aloud before your performance.

Hello!

My name is _____ .

I am from County _____ .

*My teacher's name is _____.

I am going to perform _____, by _____ .

SUBMISSIONS

To submit your final recording please click [here](#). You will receive a confirmation email that the submission has been received.

Once video submissions have been approved for quality, you will receive a notification confirming that we will add your video to the Virtual Concert Hall.

We cannot guarantee every recording will be released, subject to the quality of the recording. Unfortunately, we cannot accept resubmissions.

For more information on RIAM Spotlight Awards please click [here](#)
