Solano County Library

Book To Action

Equity Project Video Submission Guidelines

**Required Hardware:**

* Smartphone or camera capable of recording video in 720p HD or higher resolution

**Recommended Hardware:**

* Smartphone or camera stand/tripod for stability

**Required Software:**

* Cloud-based software (e.g. Dropbox, Microsoft OneDrive) that generates a link so that we can download the video

**Content Expectations:**

* Ideal video length is 1-2 minutes. No longer than 5 minutes
* If using a phone to record, please ensure that it is a horizontal video

Video Recording Guidelines

* Speak slowly. This will help you enunciate and makes you less likely to gesticulate excessively.
* Center yourself in the middle vertical third of the frame. Most camera apps on smartphones allow you to place a grid overlay on your screen.
* Keep all visually important content in the middle horizontal third of the frame, as any captions we may include will cover the bottom horizontal third.
* If you do not have a stand for your phone or camera, please ensure that the surface you prop your equipment on is not in the frame.
* Limit background distractions. Visual distractions include: other people, animals, having your entire living room displayed behind you, or standing in front of a highly decorated wall. Noise distractions include: people talking, animal sounds, televisions, music, outside traffic or wind if recording outdoors.
* For three seconds after hitting the record button, hold your pose and center your gaze. If you immediately start speaking after hitting the record button, you will likely be pulling your arms away from the phone and readjusting your body to the center of the frame while you talk. Similarly, for three seconds before hitting the stop recording button, hold your pose and center your gaze.
* The Library reserves the right to review submitted content and choose not to display it if it is not deemed appropriate.