



Specifications for videography and editing of Steve Fund presentations involving speakers and slides

Videography

- Use two cameras
- Camera #1: show just presenter
- Camera #2: wide angle to show presenter slide display (this will be used to determine slide edits for which direct slide images will be used and not camera footage of slides)
- Use presenter microphone audio for camera #1 (i.e., high quality audio coming from a podium or lapel microphone)
- Use camera microphone for camera 2 (a “roomy” sound is OK for this one)
- Copy all video files onto external 3 TB hard drive (suggested model: <http://mf.ly/iq3>); keep backup
- Ship hard drive to designated address; keep backup until hard drive receipt and integrity are confirmed

Editing

- Make opener, logo placement, closing credits and other production aspects consistent with example at <https://vimeo.com/180213889/28aecddca3>
- Download Steve Fund logo files at stevfund.org/logo
- To show slides, use images of Powerpoint file, not video footage of slides
- Alternate between showing slides and showing speaker, using appropriate editorial judgment.