



## Tales from the Town; Celebrating Strength in the Community

### Video Submission Advice

This is guidance produced to help people share their story by video for the project “Tales From the Town; Celebrating Strength in the Community” being facilitated by Wiltshire Centre for Independent Living. It is a co-produced project based on stories from the people of Devizes about their experience of lockdown and how we can help the mutual support and kindness shown throughout to become the legacy of these difficult times. The stories will be shared online, in a local event and subsequently put into accession at Wiltshire Museum to become a part of history. Stories may also be written or orally recorded. Further information available from [annabel@wiltshirecil.org.uk](mailto:annabel@wiltshirecil.org.uk) 07815687545

#### Recording Equipment

You can use any digital device with a video camera function to record a video entry for the Tales of the Town Project. (Phone, Tablet, Laptop, Computer with webcam or digital video recorder)

It is probably easiest to use a phone or tablet.

#### Format

Try to find out what format (or file type) videos made on your device are saved in.

Wherever the video is saved it might tell you ( as below)

 MUMMY_MASK_PT_1		17/09/2020 09:38	 MP4 File	42,021 KB
 MUMMY_MASK_PT_2		17/09/2020 09:38	MP4 File	37,633 KB

Ideally we would like it as an MP4 - which is what most devices create as a default.

We know that I pads and I phones can be different. However – if you can save the film into imovie (a free ap for apple devices) and then save it to your device again, it should be in the right format.

If you have no idea what any of this means – get in touch with us for advice.

Please keep a copy of your video until you have had a confirmation from us that we have received it, just in case!

## Recording your story

A few tips for getting a good quality video

- **Don't want your face on camera?** That's ok – point the camera at something else and speak as close to the mic as possible. If you can point the camera at something relevant to what you are talking about – all the better. If you would prefer to do a sound-only recording online then get in touch to set one up.
- **Find somewhere quiet.** You may be surprised how much noise everyday items like a fridge can make – so do a test video and watch it back. It's really important that we can hear what you have to say!
- **Film indoors** if at all possible
- **No lights behind you.** If you film yourself with any lights or a window behind you your face will be in shadow. It can help to place a desk or bedside lamp in front of you or to sit facing a window.
- **Secure your device** – we don't all have tripods knocking around in our houses so prop your device up on something to make it as level with your face as possible. (e.g. on a shelf or stack of books). Wedge it in to stop it sliding while you are filming or even use something like a bull clip to keep it steady.
- **Plan a bit** - Have an idea of what you are going to say in advance, its ok to write some bullet points down to refer to if it helps you. If you want you could film it ins e.g. 3 shorter segments, as trying to get it all right in 1 go can be intimidating. It's up to you.
- **There is no wrong way!** Share your story in the way you want. If you want to share it, then we want to hear it.
- **Content** - Please keep content family friendly – we cannot use anything with profanity or indecency in it.

## Keeping yourself safe

- These videos won't be shared with any of your contact details or personal data but they will be available to the public – so just make sure you think about what people can see in your video.
- When you are setting up to film just consider what is on show in the camera shot. Make sure that people can't identify where you live from watching the video (e.g. from a view out of your window).
- Make sure there's no personal information on display in the background e.g. a bank statement, addressed envelope or personal material.
- Avoid showing any expensive equipment you may have in your home.

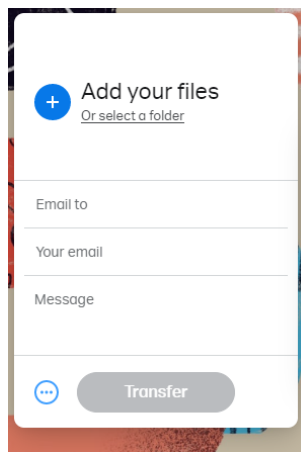
## How to send your video to us

Videos tend to be too big to send as email attachments.

If you use **WeTransfer** – you do not need to create an account or download anything. This website will enable you to upload your video ( or any large file) to their cloud temporarily, choose someone you want to share it with, and send it to them.

WeTransfer works from any internet enabled device. If you recorded your video on a video camera – you will need to save it onto a device first.

- 1) Go to <https://wetransfer.com/> using the device your video is saved on
- 2) Click 'No Thanks' if it asks you to sign up for an account
- 3) You may also be asked to agree to the terms and conditions (you will need to agree to these to use the website)
- 4) Look at the box to the left of the screen ( see image below)
- 5) Click the + button to 'add your files'



- 6) Select the video you want to send
- 7) In 'Email to' box put [annabel@wiltshirecil.org.uk](mailto:annabel@wiltshirecil.org.uk)
- 8) In the 'Your email' box write your email address
- 9) In the 'Message Box' write

*Tales from the Town - Video Submission*

*Your Name (as it appears on your permissions form)*

*Anything you would like us to know about your video*

- 10) Click 'Transfer' at the bottom.

You should get an email, letting you know when we have downloaded your video.

If you would like to know more about the security and privacy settings in WeTransfer, you can find information here [WeTransfer](#).

## Consent

In order to store your video, share it, or put it into the archives of Wiltshire Museum, we must have express permission from you or your guardian. Once you have sent your video to us, we will attach the consent forms for you to read. If you would like to read them in advance then please email or call for a copy to be sent to you, we will also be happy to explain any questions surrounding consent or permissions. If you are able to print, sign, scan and email back from home we can complete that way. If not we can either post them to you, or wait until it is safe to sign in person. If you choose to wait, then we will ask you to read through the GDPR statement and ask you to give your consent by return email for storing of details and sharing of content online either anonymously or credited until we can get the full forms signed.