Preparing Your 12 Point Gluck Fellowship – GluckLive and GluckGlobal Outreach Programs

We have created this five-part series outlining the options for meeting Gluck fellowship outreach obligations for classroom fellows – Digital Asynchronous Programs for upload to the Gluck website and Live Synchronous Programs on Zoom or face-to-face. We call these GluckGlobal and GluckLive.

2021-2022 will be an unprecedented year - the Covid-19 pandemic has created the need for social distancing and online learning in the classroom, as well as asynchronous digital materials for students to access. Hybrid learning situations continue.

Gluck fellows must be prepared to meet the challenges of this continuing paradigm...
This presentation covers, Producing Moving Images for GluckTV and includes a test shot tutorial.
GluckGlobal DIY Curriculum should be informative and entertaining, all-inclusive for learning about your topic and participating in some self-directed activity. TIVA and TAVA videos in a DIY Program contribute to the 12 points for completion of a Gluck fellowship. We award 1 point per minute of video. Videos can also be submitted for OPA awards. Videos should maintain a high production value that reflects the excellence of being a Gluck Fellow.
The GluckTV. UCR YouTube channel is one of the Gluck Program’s most visible and important community outreach programs. It embodies the program’s mission to serve as a bridge between the world-class scholarship and education at UCR and the Riverside community’s desire for access to quality art education.

We have produced a checklist of steps, which includes check-ins with the Gluck office to ensure quality, clarity, and standardized English; a checklist will keep fellows on track as they create their video so as to avoid wasted efforts.

Fellows will both follow and develop the style guide for GluckTV content. The GluckTV Assets for Fellows on Google Drive with style guide, logos, leaders, credit template, and Gluck Music Bank link will be sent to you if you decide to produce videos for GluckTV.
If you would like to make videos as part of your GluckGlobal DIY Program, or change your fellowship to a GluckTV fellowship, let us know at your Program Talk Through and we will share the expectations for high quality GluckTV submissions.
We will set up a Checklist that will guide you through the check-ins for producing your videos.
A tutorial for sound check and test shots is here in Part 5 of this series, with supporting resources in the Creative Classroom 5-Part Series, Google Drive, Fellow Handbooks
You will need to use the GluckTV style guide and include the GluckTV leader and use Gluck credits, link to that assets folder called ‘GluckTV assets for Fellows’ on the Google Drive will be provided.
The Gluck office needs script approval, needs to see test shots and hear your sound check and has rough cut approvals before your video is accepted. We want to save you time in the long run and wasted efforts.
Roughly speaking, a GluckTV or TAVA video is worth about 1 fellowship point per minute of video. Videos can be submitted for OPA!s as well.
Summary:
Videos can be shot with a video camera or created from slide show programs like PowerPoint or Keynote.
Video resolution must be either 720x1280 pixels or 1080x1920 pixels for videos shot with a video cameras,
Videos made from PowerPoint files must be saved at 1080x1920 pixels exported as Presentation Quality.
Videos must be saved in the mp4 video format
All media must be Public Domain, copyright free and suitable for general audiences
Your video needs to reflect the excellence of the Gluck Program,
Here is an 8 step check list for shooting video – There is a lot of information here so use the TIVA PDF of this PowerPoint to get all the links. Test shots are required for approval before you continue on to your actual shoot.
Step 1: Before you start shooting make sure all your preparation is complete, your script, storyboard or shot list, you don’t want to be figuring that out when the camera is already rolling.
Step 2: Select a suitable location to shoot your video. How does the space complement your presentation? Is there a good place to stage your shot? You want the background to stay in the back, not distracting. Look for a space that is quiet, no unwanted noise like traffic, people talking or even appliance to interfere with your audio recording. Look at the lighting situation, You want to make sure your location has a lot of light. Is there is natural light from windows? explore the best angle that light can illuminate your scene. Also see if there are other lights you could use and where you can plug them into. Keep in mind the day and time of day you scouted your location. Lighting, Sound and activity can change on different days and time of day.
Step 3: Set-up your camera resolution. We give you 2 options for camera resolution 720 pixels X 1280 pixels (smaller video files good quality) or 1080 pixels X 1920 pixels (larger files, better quality).
If your camera is lacking in storage space use 720 x 1280. Please refer to your cameras owner’s manual to adjust these settings.
Step 4: If you’re using a smartphone or tablet use the front facing camera which allows you to video yourself while viewing yourself on its screen, this is helpful in maintaining the framing and composition of your shot. Although the front camera is not as high quality as the back camera it is perfectly fine for selfie distanced photography.

There are some workarounds if you want to use the back camera like using a mirror to reflect the screen towards you or connecting your phone to a computer and monitoring your shot from the computer screen.

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<th>8 Step check list for shooting video</th>
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<td>Step 2: Find a suitable location to shoot your video</td>
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Step 5: Clean your camera lens, especially smartphone cameras because how they are usually handled and stored. Take a soft microfiber cloth and carefully buff the lens clean.
Step 6: Compose your shot. Now that you have your location get your camera positioned. How you will stabilize your camera. A Tripod is a great choice if you have one but if you don’t be creative rest your camera on a stack of books or boxes, just make sure it’s secure.

Here is a link to some great DIY iphone mounts on YouTube https://www.youtube.com/watch?v=TTJovKtujo
Get the right height, if you’re shooting yourself or a person the camera height should be around eye level, Take your time and find the most complementary height and framing.

The pdf version of this presentation has a link to a youtube video on DIY smartphone mounts
Step 7: Lighting. Keep in mind, what is the main subject in your shot. Whatever the subject is if it’s you or an object on a table it needs to be well lit. If you have access to lights use them to light your subject first and if you have additional lights use them to light up your background. If you don’t have a light kit or ring light use whatever you have around whether it’s a desk lamp, a shop light or a bedside table lamp. If you don’t have any lights use natural light. Position your subject in front of a window avoid having the light coming from the back of your subject, it will put your subject in silhouette, explore what camera/subject position will give you the best attractive light coverage.

The Gluck office has some small light kits available for check out. Here is a good YouTube on lighting https://www.youtube.com/watch?v=flc5iP0KwTg
Step 8: Test shots – the Gluck office requires approval of your video and audio quality via Test shot submissions, and your checklist has the test shot style guide to show you how to record and submit video and audio Test Shots. Test shot example reel is found in Part 5 – Producing Videos supporting materials, with more information here, in a few slides.
We require Fellows making videos to submit test shots for Gluck Office approval to help you in maintaining a level of technical quality by helping you circumvent any potential problems with your video production. We will be evaluating the video, lighting and sound quality of your test shots in the location(s) you intend to shoot in. Keep in mind when shooting your test shots that ambient sound levels, lighting, weather and even activity at and around your intended location may change on different days and time of day.

Test Shot preparation:

Your video production may require various shot types from close-ups to capture detail to long shots that establishes the subject of the video within a context and everything in between. Shot types tell the viewer what to look at, Medium Shot: “Watch my legs and feet while I show you this dance step” or Close-up: “See what piano keys my fingers are positioned on to play this chord” or Long Shot: “Look at how I position my body while I paint sitting in front of my easel.”
Here are some basic descriptions of shot types for reference.
Read the slide in the PDF version of this TIVA for easy reference.
Test shots will be needed for every location you think you will be shooting in and for every type of shot you might be using at each location. A helpful tip is to create a shot list for your test shot for each location you will be shooting in so you will know what kind of shots you will need to stage.

(Read slide for directions for shooting your test shots in the PDF version of this TIVA)

Watch Part5 - Test shots reel.mp4 for examples of successful test shots and audio check.
Step 9:
Export / Compression requirements
Make sure your initial video camera set-up is either 720pixels X 1280pixels or 1080pixels X 1920pixels

In your editing software you will export your video as a mp4 video which should get it to a reasonable size for streaming.

A good free software for compressing video is called Handbrake
https://download.cnet.com/developer/HandBrake/i-6299606/
Here are some great links to get you started making video – use the TIVA PDF of this PowerPoint for easy access to these links

- Filming with iPhone: The Complete Guide to Shooting like a Pro!
  https://www.youtube.com/watch?v=Co21Gw7zqNY&list=PLKlr9IqHmFz7nR8MW8gFi1HnGKB2Yw&amp;index=9&t=925s

- How To Film Yourself with iPhone and Android (Like a PRO!)
  https://www.youtube.com/watch?v=1X3480PRhZ4&amp;list=PLKlr9IqHmFz7nR8MW8gFi1HnGKB2Yw&amp;index=8&amp;t=149s

- Lighting on the Fly
  https://wistia.com/learn/production/lighting-on-the-fly

- Rules of Framing and Composition
  https://www.youtube.com/watch?v=fM64ycm7tz4
Contact the Gluck office by email to schedule your Program Talk Through on Zoom – we will go over your application with you and help you organize your Digital DIY TIVA and TAVA files and GluckLive programming.

At your Talk Through we can discuss your ideas if you think you would like to produce a video.
The Gluck Fellows Program of the Arts is celebrating its 25th anniversary in 2021 and has a strong record in the community for arts education in schools and community centers. Gluck fellows are widely known for their outreach visits. Gluck fellows usually present over 700 in-person live sessions annually! Christine Leapman, assistant director and program coordinator Joseph Santarromana are on hand to help you organize and navigate your Gluck Classroom Fellowship.