

Dear singer,

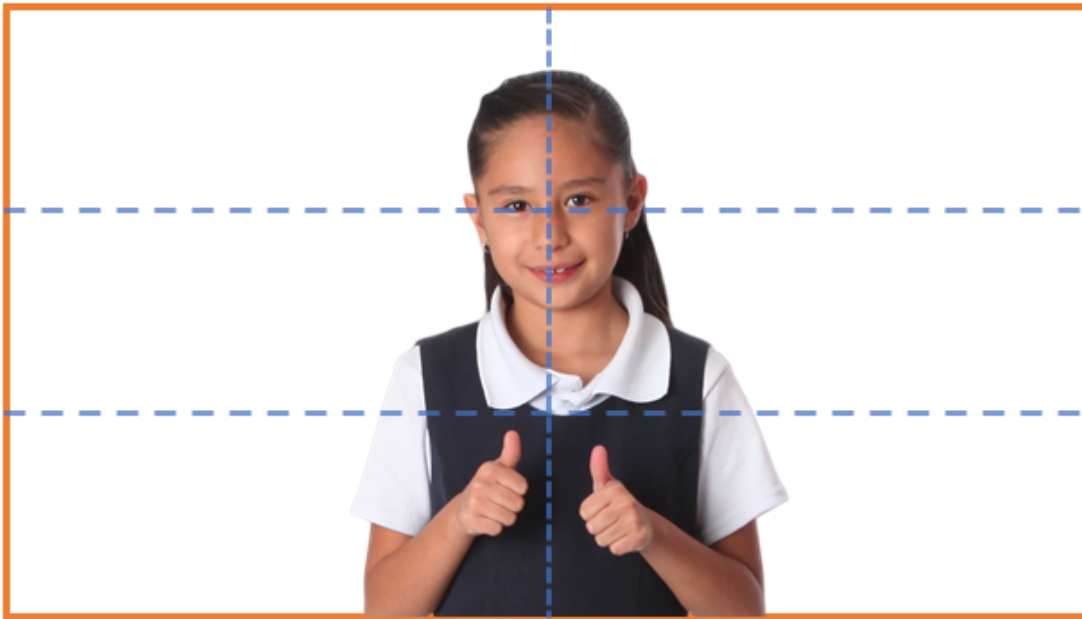
we're happy that you are participating in the digital video project in the context of **EUROTREFF 2021**. This manual will provide you with explanations, advice and will guide you step by step to the finished recording. At the end you will find a checklist that you might use.

WHAT IS REQUIRED FOR THE RECORDING?

- 1 pair of headphones
- 1 playback device (e.g. Smartphone, Tablet, Notebook, PC...)
- 1 camera (e.g. Smartphone, Tablet, Camcorder, Video camera...)

PREPERATION

- **Rehearsing the piece and preparing the recording**
 1. You download the **SHEET MUSIC** and the **BACKING TRACK**.
 - WWW.EUROTREFF-AMJ.DE/CHORPROJEKT
 2. You **REHEARSE** with your choir or alone your particular part.
 - Watch the **TEACHING-VIDEO** for your part.
 - If you feel comfortable with the piece you are ready for the recording.
 3. **WARM UP**
 - Do a little warm up before the recording.
 - You can make a first run without recording it.
 - Is everything all right? Then you are ready to record.
- **Preperation of the Recording**
 1. You need a **ROOM** with a “dry” sound (e.g. a room with carpet and/or a lot of furniture). Rooms with heavy reverb (e.g. tiled rooms like bathroom, kitchen or hallway) are **NOT** appropriate.
 2. The **BACKGROUND** should be monochromatic at best white.
 3. **DRESSCODE:** Wear something you feel comfortable with. At best something monochromatic that contrasts with the white background (e.g. red/blue/green/black shirt)
 4. You write the sentence “I ♥ SINGING” in your national language on your hands. “I ♥” on the right hand and “SINGING” on the left hand. At the end of the video this should be pointed to the camera (see picture on page 3).
 5. Your **ENVIRONMENT** should be quiet. Pay attention that:
 - Windows are closed,
 - you plugged in the headphones so that only you can hear the backing track,
 - you avoid noise (e.g. washing machine, clock, TV in the background, traffic noise...)
 6. Position the camera so that you are recording in **LANDSCAPE FORMAT**.
 - If you have no possibility to locate the camera ask someone to film you. The person should try not to move the camera or adjust anything (e.g. zoom) during the recording.
 - The upper part of your body should be visible till the inside of your elbow.
 - Pay attention that your face is horizontally centered and your eyes are approximately 1/3 from the upper frame apart.
 7. There should be enough **LIGHT** (especially in your face).
 - Avoid back light (e.g. sunshine or lamp directly on the camera)



The eyes are approximately 1/3 from the upper frame apart

The face is horizontally centered

RECORDING

1. You can make a short sample recording.
 - Can you hear the backing track?
 - Is the camera recording correctly?
 - Is the position okay?
2. You start the recording.
3. Before you start the backing track you take a deep breath.
4. You start the backing track.
5. At your cue you start to sing.
6. Try to stand rather still and look into the camera during the recording.
 - Show your emotion with your face and DO NOT make big gestures with your arms.
7. At the end of the piece (when the backing track stops) your hands with the sentence "I ♥ SINGING" in your national language. Wait a few seconds till you take down your hand (e.g. you can count to 5 internal).
8. You can stop the recording.



DELIVER YOUR VIDEO

- After you finished you recording you simply have to upload it:
[HTTP://WWW.EUROTREFF-AMJ.DE/DIGIALES-CHORPROJEKT-UPLOADPLATTFORM/](http://www.eurotreff-amj.de/digiales-chorprojekt-uploadplattform/)
 1. Either you can directly export the file from your recording device (e.g. your Smartphone/Tablet with internet access),
 2. or you have to transfer the file to your computer and upload it via your internet-browser.

LETTER OF AGREEMENT (ONLY IF YOU ARE UNDERAGE)

- If you're underage a **LETTER OF AGREEMENT** is required. Without this your video may not be shown! Therefore a legal guardian of you has to fill in the agreement.

CHECKLIST

Musical preparations

I downloaded the sheet music and the backing track

I watched the teaching-videos

I rehearsed my part (with my choir and/or alone)

Technical preparations

1 recording device, 1 playback device und 1 pair of headphones are available

I have an appropriate room for the recording
(quiet room with monochromatic background)

Enough light (especially in the face) is available

The camera is set up in landscape format

The upper part of my body is visible (till the inside of my elbow)

I wrote "I ♥ singing" in my national language on the palm of my hand
Right hand: "I ♥" Left hand: "singing"

My face is horizontally centered
My eyes are approximately 1/3 from the upper frame apart

Recording

I made a short sample recording

The backing track can only be heard over the headphones

I start the recording first and take a deep breath before I start the backing track

When the camera is on record, I start the backing track

At the end of the piece (when the backing track is finished) I show my hands with the
sentence "I ♥ SINGING" to the camera

I count to five and stop the recording

Upload the video

If I am happy with the recording I upload the file

Only if you are underage:

My legal guardian has filled in the letter of agreement and delivered it