(Add Property Name) Virtual Grand Opening

GUIDELINES FOR TAPING YOUR REMARKS: **(Add Deadline Date)**

NOTE: If you would prefer to have our videographer tape your remarks at **(Add location)**, please make an appointment for **(Add Dates)** between **(Add Times)** by contacting **(Add contact name, email and phone).**

1. Prepare remarks of no more than 2 minutes. Please time the remarks to ensure they are less than 2 minutes.
2. Find a quiet room with as little background noise as possible.
3. Sit in the center of the camera shot to ensure proper camera framing or have someone tape you with a phone. Don’t try to do a selfie.
4. Make sure that your face is well lit by sitting in a room with plenty of light. If you can’t find a well-lit room, place a small lamp in front of you but out of the camera view.
5. Always be aware of what is in the camera shot. Make sure there is nothing distracting in the background or that you don’t want visible.
6. Do not sit in front of a window even if it’s far away. This will cause “backlighting” – uneven lighting that will make your face look too dark.
7. Look into the camera at eye level. Raise your laptop if necessary to be at eye level.
8. Make sure your microphone, laptop camera or phone are all working properly.
9. Make sure that your device (laptop, desktop, phone camera) is set to record in HD resolution (1280 X720 or 1920 X 1080). You can find this in the settings.
10. For computers, use a cabled internet connection when possible as wireless connection if less reliable.
11. Don’t like the first version? Tape it again until you’re satisfied with the sound and picture.
12. Upload your video file to: **(Add link)** by **(Add Due date).**

If you are an Ohio Capital Corporation for Housing partner, contact, Rhonda Snyder, rsnyder@occh.org with any question