

## Virtual Recitals

### HOW TO RECORD

#### Recording options:

- Video or digital camera
- iPhone
- Laptop (on a Mac, you can do this using Photo Booth)

#### Instructions:

1. Set up your space with a nice, clean background (these videos will be public). Set up your phone, camera, or laptop so that the video is **in landscape** (meaning it's a horizontal video, not a vertical one); you can either use a tripod if you have one or prop your phone/camera/laptop up on a chair or table.
2. Make sure your microphone volume (input volume) is all the way up. If you have more advanced recording capabilities you're more than welcome to use them, but your regular camera, phone, or laptop audio should work just fine.
3. Film your performance! Please leave at least 10 seconds on either side of the performance so that we can edit more easily. We can edit out setup and any extra footage at the end of the video, so it's ok to leave that footage in (say, of you hitting the record button if you don't have someone else to do it). The performance itself, however, should be in one piece and not edited together. Feel free to film a few and send in your best performance!
4. Remember to bow at the beginning and end of your piece!
5. Once you've filmed your performance, you'll want to get it as a file on your computer. If you filmed on a camera, insert your memory card into your computer and download the file; on your phone, you can either plug your phone into your computer and download the video or email the video to yourself; if you filmed it on your laptop, it should already be there (if you filmed in Photo Booth, you can drag the video to your desktop for easy access).

### HOW TO UPLOAD

#### Options for upload:

- Gmail
- Dropbox
- WeTransfer

#### Gmail:

Attach the video file to an email and send it to [greenwichhousemusicschool@gmail.com](mailto:greenwichhousemusicschool@gmail.com). It will undoubtedly tell you the file is too large – choose the option to attach it via Google Drive, and **make sure you change the settings so that there's public access/"Anyone can see."** In the subject line of the

email, write "Virtual Recital Submission." In the body, give your full name, the name of the piece you are performing, the composer of the piece you are performing, and the name of your teacher. Hit send.

**Dropbox:**

You'll need to make a Dropbox account if you don't already have one. Once you've made an account, click "upload files" and upload your video file. Once the file is uploaded, click "Share" and send it to [greenwichhousemusicschool@gmail.com](mailto:greenwichhousemusicschool@gmail.com). In the message box, include your full name, the name of the piece you are performing, the composer of the piece you are performing, and the name of your teacher. Hit "Share."

**WeTransfer:**

Go to [wetransfer.com](http://wetransfer.com). It might ask you to sign up for free or create a pro account, but you don't need to; just click "No Thanks" at the bottom. Hit the + button to add your files and upload the video file. If the big button at the bottom of the box says "Get Link," click the three dots to the left of the button and choose "Send email transfer." If it already says "Transfer," you're fine. In the "Email to" box, put [greenwichhousemusicschool@gmail.com](mailto:greenwichhousemusicschool@gmail.com). In the "Your email" box, type your own email address. In the Message field, include your full name, the name of the piece you are performing, the composer of the piece you are performing, and the name of your teacher. Hit transfer.

One important reminder: *don't forget to include your name, the name and composer of the piece you're performing* when you send in the video.