

## Tū Manawa Active Aotearoa - Video Guidelines

Instead of a written response, you are able to upload an audio/visual file as part of your Tū Manawa Active Aotearoa application.

The audio/visual file should cover your response to the following parts of the application:

- Project or Programme Summary
- Evidence of Need

### Requirements:

- It must answer the questions in the above named parts.
- It should include a slide or text indicating each part.
- It should be no longer than five minutes.
- It can include photos/videos of the programme, past or future participants, parents/whānau.
- Make sure that your organisation has permission to share any photos/videos that are used.
- Be as creative as you want.

### What should you cover?

The video must answer the following questions:

#### **Project or Programme Summary: Tell us about the programme you plan to deliver.**

Project or programme summary points to cover may include:

- What is the purpose of it?
- Where will it occur?
- What group(s) of tamariki and rangatahi will you be working with?
- What do you hope to achieve?
- What input have tamariki and rangatahi had into the development and design of your activity?

#### **Evidence of need: How do you know this project or programme is needed? What barriers to participation are you trying to overcome?**

Evidence of Need points to cover may include:

- Who have you spoken to?
- What evidence or insights do you have?
- Is this activity something tamariki and/or rangatahi have said they want?
- What surveys or information do you have that show this initiative is needed or wanted from a participant point of view
- Why are your participants less active, and how will this activity increase their participation?

## Uploading a video/audio submission for the Tū Manawa Active Aotearoa Application

If your organisation is choosing to submit in an audio/video format, then follow the guidance below to upload the file.

- Download the video to the device you are completing the application on.
- Title the file 'Tū Manawa Active Aotearoa [organisation name] video'.
- Select **yes**, for the 'video' option in the section of the application form.
- Right click the link titled **Tū Manawa Video Applications** and open the link in a new tab/window.
- Click the '**select files**' button.

A member of "Aktive Funding" is requesting files for:

### Tū Manawa Project details

Select files

- Select the video file and click **open**.

A member of "Aktive Funding" is requesting files for:

### Tū Manawa Project details

Tū Manawa Active Aotearoa Fake Name ... ×

+ [Add more files](#) Total 1 file 23.7 KB

<p style="margin: 0;"><b>First name *</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Hazel"/>	<p style="margin: 0;"><b>Last name *</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Latoa"/>
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Upload

- Enter the first and last name of the person applying in the space provided.
- Select 'upload'.
- Keep the window open while the file is uploading then close the window.

## Easy filming how to guide

Below are some guidelines to follow to make a quick, easy video from your phone:

1. Your phone camera: Ensure that you are using a high quality phone camera. Anything from the Samsung Galaxy S range or an Iphone will do the job.
2. Nice and Steady: Movement of the camera is not really a bad thing, even in interview filming. As long as it is smooth movement. So what we need to avoid is “camera shake” and there are ways to do this. The good thing about a phone is that it is relatively easy to handle. If you are hand holding it, just relax and let your arm move a little as it naturally would. If you try to hold it still, that's when you end up with camera shake. Even so, I would recommend using a cheap selfie stick (\$10 from the Warehouse) or a phone tripod to ensure stability.

When filming cutaways (images to put over interview footage) Try some smooth movement along the subject (like a panorama type sweep). Make sure it is slow and get nice and close to it. A selfie stick will really help with this.

3. Film horizontally (ie turn your phone sideways), not vertically: This is important to remember as it gives the editor greater flexibility in what they choose to make with the footage.
4. Frame up your interview subject: Ensure that the subject's eyeline is relatively level with the plane of the camera, this does not need to be exact, just enough so it does not seem like they are looking extremely down or up at the camera.

There are two other factors to remember, head room and looking room. Leave a space between the top of the subjects head and the top of frame, and give space in the direction that they are looking. An example below.



Also, avoid putting your subject in front of bright windows, this will make them a silhouette. Instead ensure that the light in the room or outside is on their front, not their back.

5. Audio: When filming interviews, ensure you are in a quiet place, away from traffic noise. Your phone camera can do an ok job if it is close enough, but a good trick is to open up a sound recording app on a second phone and either put that in the subjects top shirt pocket or on their lap if they are sitting. If you want to get technical you can even attach the second phone to a selfie stick and hold it as close as possible to the subject without the phone entering the frame. The editor can later sync the sound and footage together.

You can also buy cheap microphones that plug into your phone if you want to get truly professional with your sound. You may need to do some google research to find where these are available in your area and how to use them with your phone.

Follow these guides and you will make a good, clean film.