



## Creating and Submitting Recitation Videos

School champions or representatives participating in Vermont 2021 Poetry Out Loud's statewide event will submit recitation videos to the Vermont Arts Council for judging by POL judges. Teachers may choose to ask students to submit recitations videos for classroom or school-based competitions as well. In addition to the judging, the video submissions will also be used as content for a culminating competition showcase, bringing students, teachers, and others together to celebrate poetry and student achievement. During the showcase, a recitation from each student will be highlighted (as broadcast rights for each poem allows), and the winners will be announced.

To support students and to create consistency across the submissions, we ask students follow these guidelines for creating and submitting their poetry recitations:

1. **Devices:** Use a phone, tablet, or laptop computer to record each recitation. Use the best, newest device you have access to. We recommend using a tablet or a phone. Find the Camera app or program on your device and use the video setting to record the video. If you don't have a device, ask a teacher or contact Vermont Poetry Out Loud for assistance.
2. **Location:** Film in a quiet space. An indoor space is highly recommended.
  - **Sound:** If you can hear any noise, try your best to silence it or wait for the noise to end. This could include your home's forced-air heating, a humidifier or fan, people talking in the next room, noise outside your home, etc.
  - **Light:** Natural lighting is preferred. Film in a room without direct sunlight, close to a window (north-facing windows are best), but not directly in front of the window. Your lighting will then be bright but diffuse.
  - **Background:** Film against a neutral background, like a white wall. Again, do not film with a window in the background and underexpose yourself (i.e., we can't see your face).
3. **Filming:** Use the landscape setting on your device. If you are using a phone or tablet, your device should be horizontal. Frame the body from the waist up. The judges will want to clearly see your face and any hand gestures that are essential to your recitation, you can use a medium shot that includes them.

- **Image:** Stand while you recite. Use a tripod or prop your device on something solid and stable, like a ladder or bookshelf. A music stand will also work well. If that's not possible, a family member or teacher can steadily hold the device to film you. The camera lens should be between chest to eye level. You can stare right into the lens if you like.



- **Sound:** Your device, and therefore your microphone, should be as close to you as possible. This is extremely important.
4. **Content:** Each video should start with the poem title and poet's name, and end with the last line of your poem. Do not introduce yourself or add any editorial comments. Film one poem at a time and share them as separate files.
  5. **Review:** Watch your videos using headphones to ensure the audio is very good. **Do not edit or alter your video in any way. Please do not add graphics, titles, music, virtual backgrounds, sound effects, etc.**
  6. **Uploading:** Name each video file using your name and the title of your poem. All video submissions should be uploaded and shared using Google Drive. If you cannot access Google Drive, please contact us via email: [thickman@vermontartscouncil.org](mailto:thickman@vermontartscouncil.org).

[Upload your videos](#) to Google Drive. The videos may be attached to the student registration form or you may [share the video](#) with the Arts Council using the this email address: [thickman@vermontartscouncil.org](mailto:thickman@vermontartscouncil.org). When sharing, assign the role of Editor to the Arts Council.