

Berkeley Ballet Theater Love Letters Project

Submission Deadline: 25 Feb 2012

Greetings! Thank you for participating in this heartfelt expression for BBT. Here are a few notes to keep in mind before beginning your capture.

- 1) There are three parts to this project, each part a separate take. Pause the recording between each take.
- 2) Let there be a moment of stillness before/after you start/stop your recording.
- 3) Please do not edit your captured footage prior to submission. (That's my job!)
- 4) You should have a total of 3 separate files or 3 pieces of footage to submit.
- 5) Total accumulative capture time should be no longer than 3 minutes. (00:03:00)

Technical Specifications

Recommended capture devices

- Digital cameras (point and shoot or video recorders)
- iPhone cameras on 3S, 4 and 4S
- Computer web-cameras (Apple computers, preferably)

Clearest sound

- Ensure you are in a quiet environment before recording.
- Be at close range to the recording device so that its internal microphone can pick up your voice.
- When using a computer web-camera its best to shoot immediately after the computer has been turned on to avoid the buzzing sound of a computer fan.
- If recording outdoors, avoid windy and rainy days.

Image quality

- Record in the daylight or when there is *plenty of natural light* in the environment you choose to record.
- Never position yourself with a light source directly behind you.

Suggested video composition

Place yourself anywhere in the frame so long as your gaze is directed toward the camera lens. Film only from below your shoulders and up. (See Diagram above).

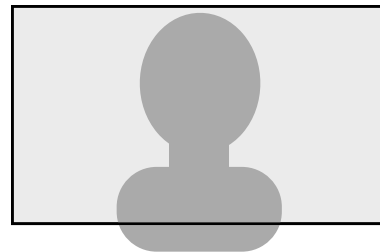


Diagram: Suggested video composition for talking head.

Stabilizing image

Use a tripod or stack flat objects on a table to create a surface for your recording device to rest on. If you are comfortable, have a friend, partner or family member assist you and monitor the camera as you begin your takes.

Check File Format

Ensure that the file extension of your image, i.e. that last few letters after the period are one of the following:

.avi
.mp4
.mov
.mpeg.

If the file extension does not match, send the file anyway.

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Video Capture Guide

Part	Preferred Duration	Directions
<p>Take 1 Introduction <i>Remind us who you are and tell us more about your life.</i></p>	<p>10 - 15 seconds (00:00:10 - 00:00:15)</p>	<p>Begin your testimonial using the three prompts below.</p> <ul style="list-style-type: none">• My name is _____ .• I danced with Berkeley Ballet Theater for _____ (a duration of time).• I am currently _____ (current place in your life, activities, projects, career, college, etc.)
<p>Take 2 Free flow testimonial <i>This shot is just like a “free-write” prior to writing a major essay. The goal, let your thoughts come out on footage without disruption or bias. The topic, journey back to your time at BBT as a ballet student. The purpose of this shot is to capture your personality and a few unexpected utterances.</i></p>	<p>1 minute, 30 seconds (00:01:30)</p>	<p>Set a timer for one minute.</p> <p>When it begins let your voice pour out, conjure or spew memories, thoughts, reactions, emotions, sounds, anything that comes to mind when you think about your time at BBT.</p> <p><i>Note: Take your time and pause if you need to. Let your words come from your first instincts, like a movement improvisation.</i></p>
<p>Take 3 Structured testimonial <i>This is the part where you can think about your answers. You can rehearse this to make them concise while preserving a heartfelt and genuine quality about your statement. If you feel you have a laundry list of memories and thoughts, focus on one or two unique and meaningful for you and expound upon them.</i></p>	<p>1 minute (00:01:00)</p>	<p>There are two parts.</p> <p>Part A is your favorite memory of BBT. You must begin your statement with the following: “My favorite memory at Berkeley Ballet Theater is...”</p> <p>Part B is about your experience with Ms. Sally Streets. There is no structure to this statement so long as it is a thought about, memory of, or dedication to Ms. Sally.</p> <p><i>Note: Let this two part testimony be true to yourself and your experience at BBT. Let it also pay homage to the school and to Sally.</i></p>

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Submission Instructions

Option 1: Upload to YouTube

- 1) Visit YouTube.com and login with this user name: **bbtloveletter** and password: **sallystreets**.
- 2) At the top of the page near the search bar, click the **upload** link.
- 3) **Drag and drop** the video files onto the webpage or follow the prompt to attach and upload your file.
- 4) Title your video with your **name** and **take number**, i.e. Jane Smith Take 1. Also, write "**Berkeley Ballet Theater**" in the description box
- 5) **Important:** Check off "**private**" before the upload finishes. Leave the window open until YouTube indicates that the upload has been successful.
- 6) After the file has been uploaded, please email bbtloveletter@gmail.com confirming your submission

Option 2: Send Via Email

Send all three files via email attachment to bbtloveletter@gmail.com. Some files may be too large to send via email attachment. If this is the case, please follow the directions stated in Option 1.