Guidance for Uploading Photos and Videos

Thank you for sharing your moments from the past year with the Gulf Coast Synod. Here are instructions and tips for creating your files:

Tips for recording videos:
- If using a phone:
  - turn it horizontally (Landscape layout) to conform to video size
  - Use a tripod or brace the phone on a steady surface
  - Keep it as close to the subject as possible, especially if shooting outside, to limit audio issues
- If recording a narrative (someone speaking to the audience):
  - Practice before you record
  - Record 2 - 3 times and select the best version
  - Watch the recording before submitting it
  - Begin recording at least 5 seconds before speaking
  - End the video at least 5 seconds after the last word is spoken
- Put the camera at eye level if possible. A medium or close-up shot is the best.
- Here are some great video tips:
  - https://youtu.be/e9nOQdgSHOw
  - https://youtu.be/BgUAlw4myrs
- Save your videos either as a .mp4 OR QuickTime movie .MOV (if using an iPhone, it will automatically save as a .mov file)

Tips for submitting photos
- Choose photos that are in focus and reflect the feeling you're going for
- Look at the background to be sure there aren't unintended subjects that would lead to embarrassment for anyone
- Don't submit multiple photos that are too similar or over/under exposed
- Save your photos in .jpeg or .png format

Save your files with the following names:
- For media related to a congregation or an organization, please save your file with the congregation/organization name and city (for example: St. Paul, Baton Rouge or Katy Christian Ministries, Katy).
- For media related to an individual, please save your file with the last name, first name and brief description (example: Smith, Jane ordination or Jones, Davy 90th birthday). Date may be included after the description, if desired.

Please submit your files to this Dropbox Link:
- Choose [Add File] to add items or drag and drop them in the outlined area. Click [+Add more files] to select multiple items. Don't forget to [Upload] before exiting.

Please submit all files by April 15th, 2021.