CHECKLIST FOR SPEECH STUDENTS; HOW TO SUBMIT SPEECH VIDEOS

- Create a Tabroom account. This will be the only way to access your ballots after the tournament has concluded.

- Confirm that your entry is listed on the Tabroom site correctly (event and division).

- When recording, no one should be present in the room with you. You may have someone help you set up either your phone or computer to help with framing and make sure your lighting is good before you record.

- Your video is not to be edited in any way. You may clip from the beginning and ending portions of a video to remove transition to and from the camera to your staging area.

- Videos are to be recorded from a fixed position and the device must not be handled by another person during the recording.

- Your recordings must begin with the introduction ``I am speaker number XXX **I am presenting the following (Event Name) for the 2020 Bishop Blanchet Middle School Speech Tournament.**" It will serve as proof that your recording is intended for competition in this tournament only.

URLS links for your speech must be submitted to your School Coach by Tuesday 12/8/2020, 9:00 PM. Coaches must upload your link to Tabroom by Wednesday 12/9/2020 9:00pm

HOW TO SUBMIT YOUR VIDEO

After recording your performance, complete these steps:

- CREATE A YOUTUBE ACCOUNT, if you do not already have one.

- PUBLISH YOUR VIDEO: Log in to www.youtube.com, click "upload" at the top of the front page. Upload in standard and not high-definition.

- EDIT VIDEO DETAILS: The title of your video should be the event followed (ie Humourous Interpretation-Your Speaker Number). In the description, add the TITLE of your selection, along with your Speaker Number.

- EDIT VIDEO VISIBILITY: When creating the Visibility, change the audience option from "Public" to "Unlisted" to ensure the privacy of your video; only those with a link to the video can watch. Do not make your video "Private" or "Public"

- Confirm Viewability: After your video is fully uploaded, please ensure that your video has no technical issues with sound/video and that the performance is viewable from beginning to end. You might share the link with someone you trust in order to double-check that the link works.

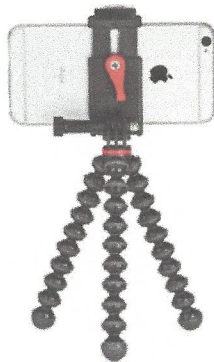-Send this URL to your coach immediately so they may upload it to Tabroom.

The pages following are from the National Speech and Debate Association Tips for recording your speech.

You may record on your school property or classrooms if allowed by your school.

Equipment Options to Record Your Performance:

- **Camera stand/tripod** - The camera must remain stationary throughout your performance - if using a phone or laptop, try propping it up against something, using a small stand/tripod if available, or getting creative (such as using a coffee cup) to find a way to keep the camera in one spot. Having an observer hold the camera should be a last resort. A few photos of examples are provided below:

- **Ethernet Cable** - Where possible, use a wired (ethernet) connection. Some models of laptops have an ethernet port, or you can purchase an adaptor to allow you to connect an ethernet cable to your laptop via a USB port or a USB-C port. This will be substantially faster and more stable than using wireless internet.

An example is provided below of the ethernet cable (left), ethernet to USB Adapter (middle), and USB-C port (right).
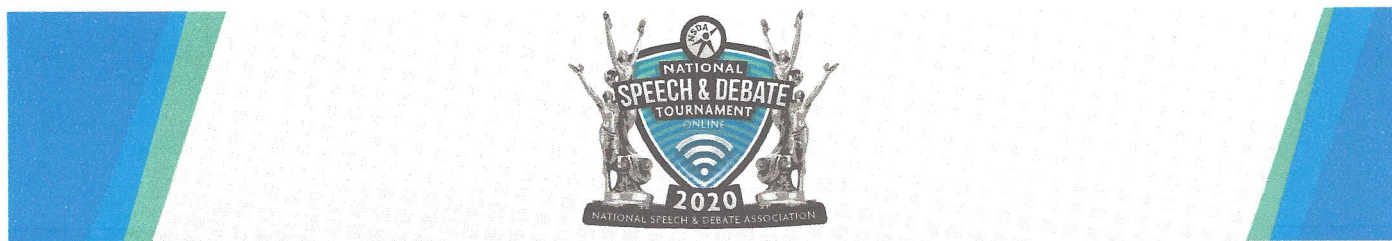
The ethernet cable can be connected into the back of the modem. Below is a picture of what a modem can look like, and most modems will have ethernet ports accessible.

Recording Tips for Recorded Speech Events

Competitors may determine the distance between themselves and their camera in order to maximize both verbal and nonverbal communication. If possible, it is recommended that students and judges remove items that may be distracting in the background.
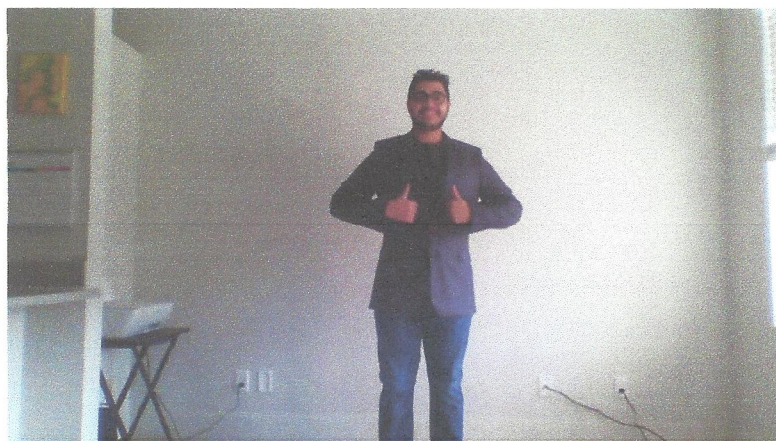
- **Review video** - It cannot be stressed enough that you are accountable for the video you submit, and as such, it is strongly recommended that you review your video prior to submission to ensure that audio and video represents what you would like to submit. Be sure to check the end of your video, noting that the recording system will cut you off at 10:30, or at 10 minutes if you use an Apple iPhone or tablet.
- **Video size** - If you use a recording device that records in 1080p or higher resolution, it will take a significant amount of time for your file to upload, and it may not upload at all. If you see that the "submit" button is spinning for a very long time (e.g. 5+ minutes), your file upload size is likely too big. We recommend recording in a lower resolution.
- **Neutral background** - Where possible, position yourself in front of a neutral background. Green screens, virtual backdrops or professional equipment are not allowed, but a blank wall works great, or you can affix a sheet to the wall behind you. If you are using a sheet, make sure it's well-secured to avoid movements in the background. The less visual distraction, the better. This may require some advance preparation to reorganize your space, if possible. This may include rearranging furniture, closing doorways, etc.
- **Lighting** - create as much light as you can. Professional lighting equipment is not allowed, but try opening the blinds, or moving a lamp or two closer to you. Angling lamps with no shades for instance could improve the lighting for the videos.
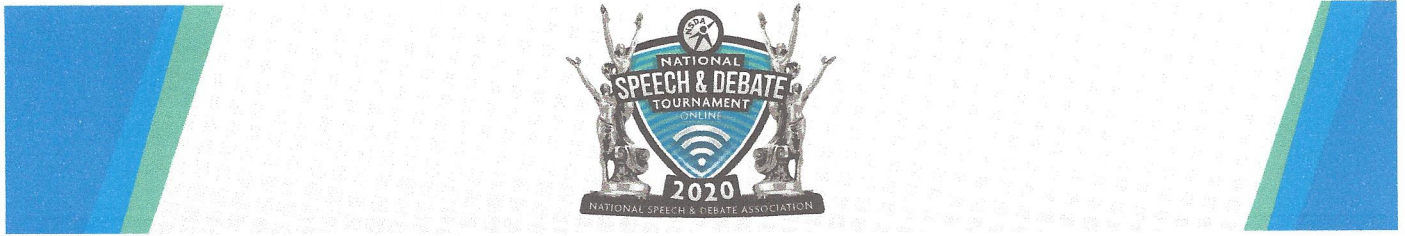
If you are using window light, face the windows when presenting, and position the camera in front of the window to record. Do not stand in front of the window because you will be back-lit, making it difficult to see you (see the photo below).

If you adjust and put your window to the side or behind where you're filming, with the light coming towards your face, the picture shows up as more balanced and the window is able to light your face and body, as seen below.
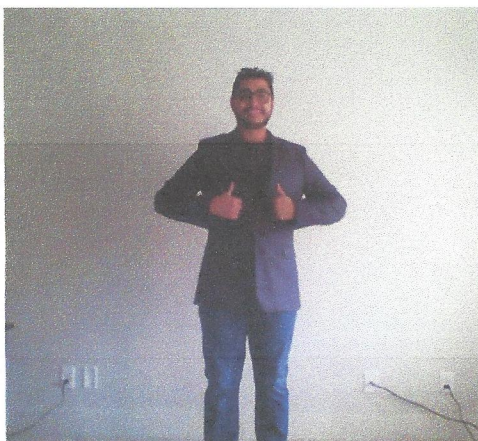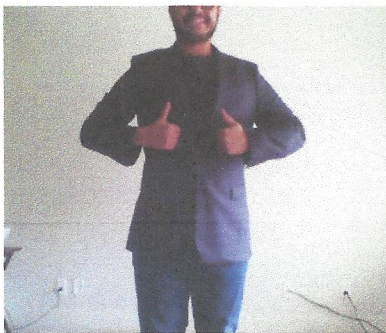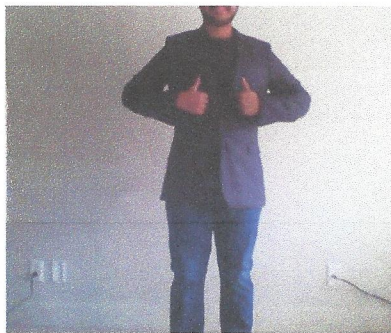
- **Video framing** – While there is no "good" or "bad" framing, competitors should test and use the systems that best fit the length of their performance and audio and visual quality. Please consider your event when deciding what may be the best framing to ensure you allow the viewer to see all elements of your performance. If you're recording on a tablet or phone, please note that the way you position the phone changes the orientation of the recording. For many events, horizontal filming may be preferable over vertical.

Ensure you're visible at least from the torso up, hopefully with some space above your head to the top of the frame.

Some examples of effective framing:

Some examples of ineffective framing:

- **Silence notifications** - Make sure to turn off notifications for texts, emails, social media, etc. and silence your cell phone. The less distractions during your speech or recording, the better. Click here for instructions for Windows 10, here for instructions for a Mac, and here for a Chromebook.
- **Audio** - Attempt to put yourself in a quiet environment so that the microphone that you are using (computer or external) minimizes extraneous noises. If possible, rooms with carpets and rugs help to minimize feedback in videos. We also recommend that students use external microphones such as a lavalier microphone, airpods or other bluetooth headphones, as they will have higher audio quality. (If you do use an external microphone, be sure to test your equipment and make sure you can be heard in the video.)
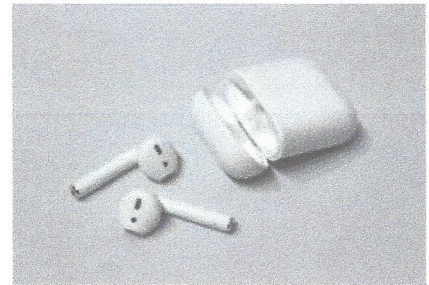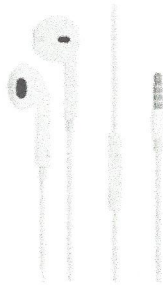
LIVE EVENTS (DEBATE AND EXTEMP)

Equipment Options to Record Your Performance:

Electronic device (Laptop, Desktop, Tablet, or Cell Phone)

- Students will need a device that has a stable connection to your local/home wifi network. The electronic device must be able to transmit video and audio.

External Microphone/Headsets

- If you have access to an external microphone (such as a headset mic, bluetooth, or even a karaoke machine mic), try to use them, as they're typically much higher audio quality than the built-in microphone and will also reduce feedback. A few examples are provided below:
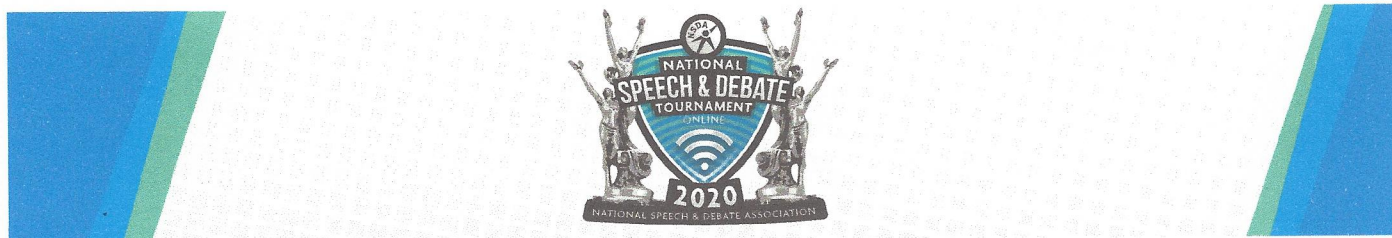

Ethernet Cable

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