



Event & Activity Management Policy
 Procedures & Guidance 23

This policy applies to all Britain Yearly Meeting centrally managed work with children and young people (see <http://www.quaker.org.uk/event-and-activity-management>)

This document is aimed as those filming for the event videos. For guidance to give young people attending events please see the document entitled 'participant guidance on taking photos or videos'

The videos produced following young people's events are intended to show what the event was like for people that weren't at the event e.g. young people who are thinking of coming to the next event, parent/s or guardians of participants, committee members that have oversight of the event. It is also a good way for participants to remember the event that they were part of.

The guidance on taking photos and videos should be taken into account when taking videos (see the document 'Participant guidance on taking photos and videos'). Any content that could cause any individual embarrassment or offence won't be included. Please be considerate in the footage that you take.

The video taken should reflect all of the aims of the event. For example this may include:

- All age activities, e.g. participants interacting with the wider event socially, how young Friends have been empowered to participate in Quaker process.
- Exploration of how participants have developed their understanding of Quakerism and their personal spirituality.
- Insight into how participants may have developed as an individual, for example confidence about themselves and/or relationships with others, or increased knowledge about issues that are important to them.
- A balanced insight into the whole event from the fun to the spiritual to the more serious parts (although Business Meetings are not be appropriate to video).

To enable this you may want to ask participants some of the questions on page 3.

Not all of video will be used, before taking video think about the following:

General filming	Filming interviews (participants and team members)
<ul style="list-style-type: none"> • Keep the camera as steady as you can. • Panning shots are good to get an overview however make sure you move slowly. • Ensure you capture the essence of the activity. • Think about lighting – avoid glare of the sun . 	<ul style="list-style-type: none"> • Make sure name badge isn't in shot. • Make sure you have told the person the question before filming so that they have a chance to think. • Ensure the question is also filmed as the editor isn't going to know what the question was. • Use a tripod if you can.

<ul style="list-style-type: none"> • Footage needs to be at least 10 seconds long and no more than 60 seconds. • Don't repeatedly zoom in and out. • Only change the camera settings if filming at night. All other times auto works best. • Be careful if filming at a campfire as smoke and the lens don't mix! • Try to interview a participant after the activity/session you've just filmed so that you can ask them about it while it's still in their mind. 	<ul style="list-style-type: none"> • Be aware of background noise including things like wind. • Try to interview people in a quiet space. • Make sure you're not filming into the sun • The most important aspect is capturing what is said. Footage can be edited over the top of interviews (e.g. the activity they are speaking about) so it doesn't matter if you have a camera shy interviewee. • Don't ask the same person more than three questions.
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On a shared event like YMG or BYM it's important that those taking the videos identify which programme they are videoing in some way, it could be as simple as specifying the programme in the interview question or stating this at the start.

Editing is a very time consuming process, to aid this task, please be circumspect in your videoing, less is more. The adult volunteers overseeing this task should check the video taken each day, and delete poor content. The aim at the end of the event is to have 60 minutes of good content to work with. This will be edited to a much shorter version.

The CYP Staff member who has given you the camera will have ensured it is recording in the aspect ratio of 1280 x 720 at 25 frames.

Headcam guidance

If you are using the Headcam please think about the following.

- It is a 'fish eye' lens which gives a wider shot.
- If using the head attachment, try to ensure hair fringes are out of the way and the camera is as level with the person's forehead.
- If walking on ground level the person wearing it needs to be of mid height to the participants – tall people will create shots over the top of the participant's heads!
- The camera will need to be charged daily as the battery isn't that strong.
- When someone is wearing headcam someone else will need to check they are recording as you can't tell when it is on your head!
- If getting head shots then these will be longer clips so it is good to let the editor know the kind of shots they can find within the filming (they can speed up action eg someone descending from a zip wire). This could be done through sending a note back with the camera or emailing cypadmin@quaker.org.uk
- When the camera is recording it will pick up sound so participants should be aware that filming is happening (we don't want to create an archive of bloopers!).
- If using the hand held option it can be hard to tell if the camera is recording or not so make sure you have checked this.

Video Questions (suggestions only, try and link event theme in too)

Ensure that you tailor these questions to the particular event being filmed taking in to account the age of the participants and purpose of event video.

- What did you expect from the event? What did you hope to learn/experience? Why did you want to come?
- What was your favourite part and why?
- What was the most challenging part and why?
- If someone asked you why they should come to the event, what would you say to them?
- How has this event helped you grow as an individual?
- How has this event helped you grow as a Quaker?
- What have you learned about Quaker faith, practice and witness (i.e. what Quakers believe and how they behave)?
- Tell me about the session you have just been in.
- Why do you come on Quaker events for young people?
- How would you describe a Quaker to your friends?
- What does [insert event theme] mean to you?