



National Indigenous History Month 2021 - Information and Recording Guidelines

Thank you for joining DWF for the National Indigenous History Month Celebrations! We are excited to have you involved in our NIHM 2021 virtual events.

Please review the guidelines before filming. Upload instructions are also included.

Refer to your email request as to specifics of what to include. If you have anything else you think would be helpful (photos, other videos, etc) please feel free to send them through too!

The themes of the events are **hope, unity, and celebration**, so we would love you to bring your energy and smile to help us celebrate together! Relax, enjoy, and be yourself. Our editor will pick the best parts of your video to include.

Please note: if you refer to the Gord Downie & Chanie Wenjack Fund, please use the word "FUND". We are not a foundation. More info about DWF can be found on our website www.downiewenjack.ca

If you are performing music:

- Please perform 2-3 songs
- Include a story/teaching to introduce each song
- Feel free to also speak to any of the points below

Talking points for stories/teachings:

- Talk about whatever you feel is important for you
- Talk about the Indigenous history/culture of your region
- Offer a teaching, story or interesting fact specific to your region
- Why it is important to be participating in National Indigenous History Month
- What does reconciliation mean to you?
- Talk about the Gord Downie & Chanie Wenjack **FUND**, Secret Path, Chanie Wenjack

Note: Stories and performances may be edited for length

To submit your video:

Go to <https://downiewenjack.ca/news-events/nihm-submissions/> to submit your videos and other files (photos etc).

Fill out the form and media releases.

If you have any questions, contact crystal@downiewenjack.ca

All videos and media should be uploaded by Friday April 9th, 2021



Video Filming Instructions

Please review the below guideline before filming your segments and good luck!

Step 1 - Film your on-screen message(s) to camera

- Good to know* our editor will cut out any and all outtakes so feel free while recording.

Step 2 – Film additional footage or images to help tell your story.

- Is there additional footage you can record/provide that helps to tell your story? Or photos you can send in?
- Record 10 seconds (or longer) of each item and include it when uploading your footage. For example - an item you are speaking about/ a dance/song or something pre-recorded..etc. Creative ideas welcome!

Step 3 - Upload your content here - <https://downiewenjack.ca/news-events/nihm-submissions/>.

- If you run into any issues, please contact crystal@downiewenjack.ca

Finding a space for recording your to camera/speaking part:

- **Audio:**

- Try to choose a spot to film that also has limited background sound.
- Turn off music/tv/radio background noise, as well as furnace/dishwasher, etc
- Film indoors, unless you are using a professional recording device that can isolate your voice. Outside usually has too many other sounds and your voice won't be heard well.

- **Lighting:**

- Find a well-lit area indoors. Natural lighting works best, perhaps by a window.
- If no outside/natural light is available, turn on lights/lamps to ensure a well-lit video.
- Position yourself so that you are facing the light.

- **Background:**

- Find a neutral background that is simple. Against a wall, or in your living room/kitchen. Simple background and a bright space will work best.
- Avoid any noticeable artwork/items in the background that would be deemed copyright (example: movie posters, sports team logos/jerseys, etc.)
- Avoid any light coming from your background/behind you. It can create lens flares, or your camera might try to expose the light source rather than you.



To begin filming:

- You can use a smartphone, tablet, laptop or desktop for this recording. (If you have proper recording devices/systems - even better! Whatever is available to you).
- For Laptop/Desktop: Once your camera is turned on, double check nothing is blocking the mic and you are good to go!
- For Smartphone/Tablet: Ensure your camera is **HORIZONTAL** for filming, propping it up on its side. Make sure nothing is blocking the mic on your device.
- Frame yourself in the shot so at least your head and shoulders are on the screen (not just your face...that's a little too close!)
 - o Use LANDSCAPE (i.e., hold your phone sideways) when recording for best results.
 - o Make sure the camera is set up somewhere stable, and that it will capture from below your shoulders to above your head - allow for white space from your shoulders upwards, like this (*courtesy of <https://depositphotos.com/343949686/stock-video-head-shoulders-shot-young-woman.html>*)



- o If at all possible, try shooting in the day where the natural light is lighting your face (and not behind you). If at night, please ensure there is adequate lighting.

For the best footage:

- These video clips are meant to be fun and inspire, so bring some of that positive energy into your recording!
- Know that all of your footage will be carefully selected and edited, so feel free to take as much time as you need. Our editor will cut around everything and only pull the best of the best.
- Don't forget to SMILE! We're happy to have you helping us and can't wait to share these videos with our audience!

When Finished:

- Upload your final recording(s) files here - <https://downiewenjack.ca/news-events/nihm-submissions/>.

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