



2020 Commencement Filming Instructions

Commencement this year will feature something we haven't seen anywhere else. We promise it will be really special. But we need everyone to follow the special instructions on this page. Read them through and give it a try. When you're done, submit your videos to the [submission website](#) (a password was sent to your MSU email), **no later than May 3, 2020**.

Directions:

Your Camera

1. Use your smartphone or other digital camera.
2. Go to video settings and be sure to select the best quality video. Ideally, "4k". No slow motion!
3. No zooming!

The Location

1. Choose a location with a plain background. Make sure there is nothing else in the video.
2. Choose somewhere bright and evenly lit. Outside can work fine (if there is a plain background).

You!

1. Clothing - Smart attire ("business casual"). It is best to wear clothes that are different in color from the background and also different from the colors of your hair and skin.
2. If you would like to appear on the microsite to hold a diploma (only for Video 2), make a scroll out of a piece of paper.
3. Makeup is fine.

Video 1

Include all shots in one video file. Move from pose to pose in the order below. It is ok if the shots are a few seconds longer than the time indicated, but try to keep them close. Don't make them any shorter.

1. Set your camera to capture you VERTICALLY.
2. Set the camera far enough away so that EVERY part of your body stays inside the shot at all times.
3. Make sure your camera is COMPLETELY STILL while filming. Amazing what a cushion and a Spartan hoodie can achieve.
4. Set the camera focus to be on your face, not on anything in the background.

Shot 1: 2-3 seconds:

1. Hold up a large white piece of paper with your NAME and HEIGHT in written clearly in dark letters

Shot 2: 5 seconds:

1. Full length shot! We must see you from the top of your head to the tips of your toes!
2. Look relaxed and happy! (see photo for example pose)
3. Look at camera, hands at sides. It is okay to move your body slightly in a way that is natural for you.

Example: Video 1, Shot 2: Full Body, arms down:



Shot 3: 5 seconds:

1. Full length shot! We must see you from the top of your head to the tips of your toes!
2. Put your elbows out as though you are interlinked with someone next to you (see photos for example pose)
3. Sway a bit back and forth
4. Look at camera and then look to each side as though someone is next to you

Example: Video 1, Shot 3: elbow sway:



Shot 4: 2-3 seconds

1. Full length shot!
2. Looking happy and proud, give a little wave or a thumbs up (see photos for example poses)
3. Look at the camera

Examples: Video 1, Shot 4, full body, example poses:



Video 2:

1. Decide on your "I did it!" pose. Maybe hold up a scroll triumphantly or laugh, dance, however you want to celebrate! (see photos for example pose)
2. Hold the pose and **MOVE THE CAMERA CLOSER** so that it captures only from the top to just below your waist. Do not use just use "zoom" to enlarge the image.
3. For 2-3 seconds: Hold up a large white piece of paper with your **NAME** and **HEIGHT** in written clearly in dark letters
4. For 3-4 seconds: Be in your "I did it!" pose, slight movement is okay
5. Feel free to say a few words, but make sure it is very clear to hear and understand!

Video 2 example poses for "I did it!":



Before File Submission

Review the video to make sure:

1. You are in focus
2. All parts of your body that need to be in the shot are in the shot. **THIS IS CRITICAL.**
3. Nothing else is in the video (no cats, family members, furniture, etc.)
4. Anything you might say is loud and clear