

# Stage for Kids Global

## Guidelines to Picture & Video Recording



The following guidelines will help you in taking both the monthly and semestral photos and videos of the children. These must be uploaded onto the company's Google Drive Folders on a timely basis.

### Key Definitions:

- **Year End Concert:** a performance within the school concert theme – once a year.
- **Year End Showcase:** Stand-alone performance by the program children – once a year.
- **End of Term/Semester Showcase:** Stand-alone mini performance by the children

What to Present on the Program Page				
Type	Pictures (per child)	Videos	Others	Performances
<b>End of the month</b>	2 individual pictures 1 Group picture	1 video	Descriptions	-
<b>By the end of Term / Semester</b>	5 individual pictures 3 Group pictures	1 video of activities, 1 video of class showcase		Video Showcase - Total Length of Video (after edit): 2-4 minutes. Ensure children receive equal screen time.
<b>Year End Showcase</b>	9 individual pictures 9 Group pictures	2 videos of activities, 1 video of class showcase, one year end performance (recorded & edited or live)		One group performance with a storyline. Total Length of Video (after edit): 5-8 minutes. Ensure children receive equal screen time.
<b>Year End Concert</b>	9 individual pictures 9 Group pictures	2 videos of activities, 1 video of class showcase, one year end performance (in the absence of a live performance)		One group performance with a storyline: Total Length of Video (after edit): 5-8 minutes. Ensure children receive equal screen time.

### Protocols:

1. Plan when to have the photos/videos taken; and get your equipment ready.
2. Inform the schoolteachers (if applicable) sitting in during class
3. Have the updated name list ready to help you keep track of absent children. Plan to record this child in the next lesson(s). **DO NOT MISS OUT ANYONE.**
4. Check for good, vibrant lighting + Check for good sound without distractions.
5. Ensure a variety of pictures for each child. This means that each child must be doing a different activity in the picture. Use props or tools in the pictures.
  - a. Take pictures of them interacting, presenting, moving, and dancing
  - b. Take pictures of them writing, drawing, colouring, etc
  - c. Take pictures of them in a group
  - d. Take videos of them speaking up / moving and dancing / doing artwork / presenting.

Stage the photo recording if need but **DO NOT ONLY** upload POSED PICTURES.

**Include yourselves in pictures interacting with the children – when possible**

6. Be aware of ALL children's facial expressions. Take photos that show children at their happiest.
7. Be aware of your actions and facial expressions. For example; resting your elbows on your knees reflect laziness and disinterest. Or stern looks reflect unhappiness.
8. When recording videos; ensure we are careful with our language and tone.
9. Check the photos/videos for blurry pictures.
10. Edit and upload all media the week before the last class of the month, term or semester.
11. Do not wait; start recording to prepare for sudden absenteeism and class closures.
12. Record at least three tries for video showcases and performances to help with best-version selection
13. **Adopt the Mentality: Whatever that can go wrong – will go wrong.**

**Upload all pictures and videos into Stage for Kids Global Google Drive Folder by the given dates & inform the manager in charge.**

**If you need help – COMMUNICATE.**