To:	R12 2022 Self-Video Competitors
From:	Randy Sahae, R12 Videographer
Subject:	Files and Video Preparation and Submission

Before You Record: SAI has published guidelines, rules, tips and examples for video contestants. If you haven't already done so, carefully read the following documents which are available on the R12 website on the 2022 contest page: https://www.sairegion12.org/dbpage.php?pg=Convention2022

> Director FAQs for Video Recording
> Video Submission Procedures

Should you have questions or need technical advice we are happy to answer your questions at: Randy.Sahae@gmail.com

Audio: Audio quality is paramount and should be tested in advance. Listening should be done with headphones.

Video Format: The rules require that the video be submitted in mp4 format. Some mobile devices have an option to record in mp4 in their menu structure but if not, you'll be converting the video. There are browser-based cloud tools to do this conversion, or if you have a desktop or laptop computer you can download a program called Handbrake which is an industry standard.   And free.   https://youtu.be/VIvgadYD5IY   One of the advantages of Handbrake is the ability to trim the start or end of the video.

File Naming: Once you have all of your forms in digital format and the video in mp4 format change the file names according to the following rules: **Note: No spaces are allowed in the file name.**

- Contest abbreviation (CH or QT)
- Competitor # (according to the draw)
- Name of Competitor.

Chorus example: – Test Chorus is competitor #4 in the chorus contest. Their video submission must be titled CH#4Test.mp4

Quartet example: - Class Ring Quartet is competitor #16 in the contest. Their video submission must be titled QT#16ClassRing.mp4   Note the space between Class and Ring has been removed.

Competitor forms should be named according to the same procedures, but with the addition of noting the form title.

Chorus example:.
- *Test Chorus's forms should be labeled*
  CH#4Test_Listofcompetingmembers,
  CH#4Test_ODcuesheet,
  CH#4Test_Songinfosheet.
- *Class Ring's should be   QT#16ClassRing_ODcue   and   QT#16ClassRing_Songinfosheet*

Submitting your video and forms: Please submit all files to the R12 Competition Coordinator through the Dropbox link below. The deadline for all submissions is **Noon** on May 16, 2022, however we strongly suggest you do not wait until the last minute.   Click on the Dropbox link herein, and the follow the instructions on your screen.

https://www.dropbox.com/request/djpktSPXfvXDNqzoLFh2