Good Morning Class of 2020 Seniors!

This email will outline the steps that you must complete to be included in your virtual graduation. You will need to shoot four videos, following the instructions below, and complete a photo release that will be used for our virtual graduation. To be a part of virtual graduation, you must submit the four videos and the photo release or you cannot be included. All video can be shot on a cell phone. It is important that you follow the steps outlined below to complete this process. Staff members will be following up with you to ensure that you have successfully completed this process as we do not want any seniors to be left out.

==Part 1 (Uploading videos) & Part 2 (Completed Photo Release) needs to be done by May 6, 2019.==

Part 1: Uploading Videos:

At the bottom of this email is a link to a dropbox used by Diacomm, the company that is creating our virtual graduation. To upload the videos, please use the following steps:

1. Create the four videos on your phone following the directions outlined below.
2. Download the videos to your computer.
   a. To accomplish this, you may consider emailing the videos to yourself and then downloading the attachment to your desktop.
3. Once you have downloaded the videos to your desktop, please ensure that you are using the proper naming conventions for the "Roll Call" video. The other three videos (smile, applause, laughing) do not need to follow a certain naming convention and can be uploaded with the file name given by the phone.
4. Upload all four videos to the Diacomm DropBox link found at the end of this message.
5. School staff will be verifying with you that you have correctly uploaded your videos

Part 2: Completing your photo release (Attached):

Attached to this email is the Orange County Public Schools Model release. This must be filled-out to be part of the virtual graduation ceremony. This document must be submitted electronically to the Google Drive link below.

<u>Before submitting the photo release, students must rename the file to match Last Name, First Name Photo Release</u>.

Example: Colman Matthew Photo Release

Options for completing the photo release:
1. The attached model release is a fill-able pdf. If you are able, have your parents complete the form electronically, with a digital signature.
2. Print the model release form. Have your parents sign-it. Take a picture of it and save it to your OCPS Google Drive.
3. Copies of the model release form will be available in the front office of the school for pick-up only. You must then have your parent complete the form and then upload a picture of the completed form to your OCPS Google Drive. Signed hard copies of the Photo release will not be accepted at the school.

Once you have completed the Photo Release form. Complete the Google Form to submit your photo release. You will put the link to the photo release in your Google Drive into the Google Form.

Link to Google Form to Submit Photo Release:
https://forms.gle/jnU7cDfFWt6ZkoJ96

Video Dress Code:

Please remember that this video is our graduation ceremony. We cannot accept videos with students wearing:

1. Jeans
2. Clothing with tears or holes
3. Shirts with graphics
4. Cap and gown cannot be worn in your video

a. Orange County Public Schools has made the decision that no students will wear cap and gowns due to the fact that not all students would have the opportunity to be able to receive theirs in time for this ceremony

Instructions for completing videos:

Congratulations Senior!
Diacom Productions is proud to be working with Orange County Public School's producing a Class of 2020 Virtual Graduation Ceremony for your High School. We need every student to help to make this a success, creating a memory that you can share with your family and loved ones! We want to make sure to include every student in this virtual ceremony. We are requesting that every senior provides the following 4 recorded videos listed below using your cell phone to record each one.

Using your cell phone:

Please record all footage in landscape like this sample:

Please DO NOT record any footage in portrait like this sample:

We will need you to record 4 different shots selections. Please follow these instructions to the best of your ability. Please try not to move or shake the camera if at all possible when recording.

Shot 1 (ROLL CALL)

- Using a wide-angle (horizontal/landscape) as shown below, have student walk into screen from their right to left turning towards camera and smiling for 3 full seconds. Then have them turn to their left and walk off camera. Stop recording when the student has completely walked off-screen.

- VERY IMPORTANT! You must rename this file, prior to uploading it to Diacom Productions link provided below. Your phone will automatically save the file using several numbers as the name. Rename the file exactly as shown in the following example.

    o Example roll call video naming convention: SMITH, DAVID roll call

- Example Roll Call video to be followed:
  https://www.dropbox.com/s/vz1s1d4rqej16kb/ROLL%20CALL.mp4?dl=0

Shot 2 (SMILE)

- From the same wide-angle, hold the camera steady. Have the student look straight to the camera and continuously smile for 10 seconds. This file does not need to be renamed (only the roll call file).

- Example Smile video:
  https://www.dropbox.com/s/dhzgrpamdmdppo4/SMILE.mp4?dl=0

Shot 3 (APPLAUSE)
- From the same wide-angle, hold the camera steady. Have the student look straight to the camera and continuously applause for 5 seconds. This file does not need to be renamed (only the roll call file).
- Example Applause video:
  https://www.dropbox.com/s/dmxld97limt2xog/APPLAUSE.mp4?dl=0

Shot 4 (LAUGHING)

- From the same wide-angle, hold the camera steady. Have the student look straight to the camera and continuously laugh for 5 seconds. This file does not need to be renamed (only the roll call file).
- Example Laughing video:
  https://www.dropbox.com/s/0eqs7xfi660v4xn/LAUGHING.mp4?dl=0

WHERE TO SEND YOUR FOOTAGE

- Please drop all 4 files to the dropbox link provided below.
- Link for uploading videos:
  https://www.dropbox.com/request/J6cP6LpzvQjd9nfFYIZ4

VERY IMPORTANT REMINDER- Your **ROLL CALL** video file must be renamed. It must be changed to your **LAST NAME, FIRST NAME** with **ROLL CALL** at the end**, (example: SMITH, DAVID roll call) IF YOUR FILE DOES NOT HAVE YOUR NAME ON IT, IT WILL NOT BE USED.**

Thank you,

Mr. Colman

Matthew Colman
Assistant Principal
Winter Park High School
407-622-3200